

SECRET
agent *SOCIETY* **PROFESSIONAL**
TRAINING

Secret Agent Society (SAS) Facilitator Training Course

SAS Small Group Program

Singapore

Valid to 31 December 2018



Application Pack

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SECRET AGENT SOCIETY (SAS) FACILITATOR TRAINING COURSE

The two-day SAS Facilitator Training Course provides professionals with the knowledge and skills necessary to effectively deliver the SAS Small Group program. To be an approved SAS Provider of the SAS Small Group program in the community, professionals must complete the SAS Facilitator Training Course. During the training, practitioners gain the knowledge and skills to:

- Assess the social functioning of children with social and emotional challenges,
- Deliver a comprehensive social skills program to children with social and emotional challenges 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,
- Evaluate the effectiveness of a social skills program for children with social and emotional challenges, and
- Identify indicators that a child and/or family require additional support.

Follow-up support is provided by the Social Skills Training Institute (SSTI) to help practitioners tailor the program to meet individual client needs.

SAS SMALL GROUP PROGRAM

Secret Agent Society (SAS) is a breakthrough social skills program for 8 to 12 year old children with social and emotional challenges such as Autism Spectrum Disorder (ASD). The 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.

The evidence-based curriculum captivates children with its espionage-themed games and activities including a multi-level Computer Game, Helpful Thought Missile Action Game, Challenger Board Game and Secret Message Transmission Device Walkie-Talkie Game.

THE SOCIAL SKILLS TRAINING INSTITUTE

The Social Skills Training Institute (SSTI) is the organisation that publishes the Secret Agent Society Program, making it available worldwide to children, parents and professionals. SSTI is a subsidiary of the not-for-profit Cooperative Research Centre for Living with Autism (Autism CRC) which is a world-first research collaboration. We are committed to providing communities with the training, support and resources they need to deliver high quality, evidence-based child and family interventions.

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 a helping or teaching profession (including, but not limited to, psychology, social work, psychiatry, counselling, occupational therapy, speech pathology, education, and
- A minimum of six months professional experience working with children with high-functioning 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. Group size 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.**

“I THINK IT’S FABULOUS, AND ONE OF THE MAIN REASONS WHY I LIKE IT IS IT’S MULTI-MODAL, MEANING THAT I TEACH THEM THE SKILLS IN HERE, AND THEN WE TAKE IT OUT AND USE IT IN THE COMMUNITY, AT HOME AND AT SCHOOL.”

PSYCHOLOGIST
QUEENSLAND

APPLICATION 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 attending professional.

Full name:			
Organisation name:			
Position within organisation:			
Telephone Primary		Secondary	
Email:			
Name to appear on training 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:	

Special Dietary Requirements

Social Skills Training Institute (SSTI) will attempt to accommodate special dietary requirements, for example, gluten free, lactose free, vegan and vegetarian food. However, catering is sourced from an outside supplier and therefore, SSTI cannot 100% guarantee the catering will meet the Attendee’s particular special dietary requirements. If the Attendee has severe food and/or medical allergies, then the Attendee should take complete responsibility for the Attendee’s food intake.

Yes. No.

Special dietary requirements:	
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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 SSTI 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:	
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SAS Facilitator Training Course

Please indicate below which SAS Facilitator training course you would like to attend. Training takes place over two days from 8:45am – 5.00pm (day 1) and 9:00am – 5.00pm (day 2). Courses are offered conditional on a minimum number of professionals registering to attend. **Training courses and associated venues are confirmed after the close of registration date.**

Tick	Location	Dates	Registration Closes
<input type="checkbox"/>	Singapore	July 4-5	May 21

Note: Please duplicate and complete the Application Form (pages 5 and 6) for each attending professional.

Training & Facilitator Order Details

Each place in the two-day training course includes a half hour clinical support call, one SAS Facilitator Manual, one SAS Facilitator Family Kit & access to the online SAS Facilitator Portal. 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 an SAS Family Kit. This kit contains all of the take-home and in-session resources and visual supports that families need to benefit from the intervention.

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

Please note: each additional professional from an organisation who is trained within a **12-month period** receives a 5% discount on the Training Course place.

- The 5% additional professional discount applies to my order.
Name of the previously trained SAS Facilitator: _____

All prices listed are in **Singaporean Dollars**, inclusive postage and handling, **exclusive of taxes & duties** and are valid until 31 December 2018. Resources ordered will be available to collect at the training course.

Refund and Cancellation Policy

All refund and cancellation requests must be made in writing to the Social Skills Training Institute (SSTI) 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. SSTI reserves the right to cancel a course if numbers are insufficient at the close of registration. SSTI 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 SSTI after the close of registration for the course, a full refund of the training course cost and resources will be made.

Option 1: New SAS Provider - First time training

Details	TOTAL Quantity Ordered	Unit Price (excluding Taxes)	Total Price (excluding Taxes)
SAS Facilitator Training Fees & Facilitator Resources			
Required			
Training Place: 2 days training, morning tea, lunch, afternoon tea, ½ hour clinical support, SAS Facilitator Manual, SAS Facilitator Family Kit and access to SAS Facilitator portal for all digital resources		\$1385.00	\$
SAS Session Resource Kit (min, 1 among 4 SAS Facilitators at a service delivery site)		\$702.00	\$
Optional			
SAS Poster Set		\$90.00	\$
Extra SAS Challenger Board Game		\$148.00	\$
½ x hour Clinical Support (included 1 per person)		Free	N/A
1 x hour Additional Clinical Support		\$200.00	\$
3 x hours Additional Clinical Support		\$550.00	\$
SAS Family Kit			
* Please mark exactly how many kits you require			
SAS Family Kit (orders of 3-5 kits)		\$250.00	\$
SAS Family Kit (orders of 6+ kits)		\$220.00	\$
Total Order (excluding Taxes)		\$	

All prices listed are in **Singaporean Dollars**, inclusive postage and handling, **exclusive of taxes & duties** and are valid until 31 December 2018.

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

Option 2: Existing SAS Provider Service – Expanding your team

Details	TOTAL Quantity Ordered	Unit Price (excluding Taxes)	Total Price (excluding Taxes)
SAS Facilitator Training Fees & Facilitator Resources			
Required			
Training Place: 2 days training, morning tea, lunch, afternoon tea, ½ hour clinical support, SAS Facilitator Manual, SAS Facilitator Family Kit and access to SAS Facilitator portal for all digital resources		\$1385.00	\$
Optional			
SAS Session Resource Kit* *(min 1 among 4 SAS Facilitators at a service delivery site)		\$702.00	\$
SAS Poster Set		\$90.00	\$
Extra SAS Challenger Board Game		\$148.00	\$
½ x hour Clinical Support (included 1 per person)		Free	N/A
1 x hour Additional Clinical Support		\$200.00	\$
3 x hours Additional Clinical Support		\$550.00	\$
SAS Family Kit * Please mark exactly how many kits you require			
SAS Family Kit (orders of 3-5 kits)		\$250.00	\$
SAS Family Kit (orders of 6+ kits)		\$200.00	\$
Total Order (excluding Taxes)		\$	

All prices listed are in **Singaporean Dollars**, inclusive postage and handling, **exclusive of taxes & duties** and are valid until 31 December 2018. Please see the **SAS Guide for Professionals** for more information on the range of SAS Resources.

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 SSTI 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>		

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

Objectives

How does offering the SAS Program meet your organisation’s objectives?

PAYMENT

Payment Details

Please print full and correct details for **Accounts Payable** or individual **responsible for payment**.

Full name:			
Organisation name:			
Position within organisation:			
Postal address:			
City/suburb:	State:	Postcode:	
Email:			
Phone:			

Payment Method

Please choose an option. **Payment will not be processed until the training course has been confirmed, approximately 3 weeks prior to the course.**

<input type="checkbox"/>	Invoice	Purchase order number:	
<input type="checkbox"/>	Electronic Transfer	Electronic transfer details:	Social Skills Training Institute Westpac Banking Corporation, Canberra BSB: 032 727 Account: 260109 International Swift Code: WPACAU2S
<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 payment option	

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 Manual, Facilitator Family 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 SSTI:

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

Email: training@sst-institute.net

Fax: +61 7 3870 0798