

## **The Course in Facilitating The Living With Cancer Education Program**

(National course code 21661VIC)  
The Cancer Council Victoria ABN 61 426 486 715

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### **INFORMATION & OVERVIEW OF APPLICATION FORM**

The Course in Facilitating the Living with Cancer Education Program is a nationally accredited program that covers areas such as group facilitation skills, adult learning techniques, and marketing skills. The course orients participants to the facilitators' manual, CD ROM and videos, whilst allowing them to practise group work in a training environment. The course also offers participants an opportunity to network with other health professionals along with Cancer Council staff.

#### **BENEFITS TO YOUR ORGANISATION**

1. Evaluations of the course indicate that it can significantly **improve the quality of life** for people living with cancer and their carers.
2. You will be connected with a program **recognised both nationally and internationally** as a successful model for patient and family education and support.
3. Sponsorship of the program will help **promote your organisation** as a compassionate, community-minded organisation.
4. You will be supported by the Living With Cancer Education Program Coordinator and The Cancer Council Victoria.

#### **SELECTION CRITERIA**

All course applicants are required to complete this application form. Please phone the coordinator, Sue Hegarty on (03) 9635 5312 to discuss your application or if you are unsure of your eligibility. Selection for participation in this course is based on the following criteria:

1. Current knowledge and experience in working with people with a cancer diagnosis.
2. Completion of professional training or relevant work experience in a field such as social work, nursing, occupational therapy or relevant fields.
3. Applicability of the training and program to current workplace practice/duties/role.



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4. It is a requirement to facilitate the Program in pairs. Please train with a co-facilitator or make inquiries within your organisation if there are any current facilitators before applying for this course.



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### **IMPORTANT TRAINING COURSE DETAILS:**

1. The training course is composed of 2 modules:

Module 1 – LWCEP Core Module – Day One *9:15am to 5 pm*

Module 2 – LWCEP Core Module – Day Two *9:30am to 5 pm*

2. To become an accredited facilitator you need to:

- Successfully complete modules 1 & 2
- Deliver, observe or participate in a Living with Cancer Education Program in your workplace within 6 months of completing the course
- Submit a case study and learning outcomes assignment
- Attend a Living with Cancer Education Program facilitator update every two years
- Receive feedback/coaching from the Course Coordinator where possible

3. The training course is held at The Cancer Council Victoria. Rural and regional trainings are provided where there is a demonstrated need (minimum number of 8 participants per day).

### **THE FACILITATOR'S KIT**

To deliver a Living With Cancer Education Program you are required to have access to the Facilitator's Kit [manual, CD ROM and videos].

**One kit per workplace is normally sufficient.**

Please refer to the Resource Order Form for costing and further details.



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# APPLICATION FORM

### PERSONAL DETAILS *(please print)*

Name: \_\_\_\_\_

Qualifications: \_\_\_\_\_

\_\_\_\_\_

Current Occupation \_\_\_\_\_

Current employer \_\_\_\_\_

Length of \_\_\_\_\_

Employment \_\_\_\_\_

Street Address \_\_\_\_\_

Postcode: \_\_\_\_\_

Postal Address \_\_\_\_\_

Postcode: \_\_\_\_\_

Home Address \_\_\_\_\_

(optional) \_\_\_\_\_

Telephone: \_\_\_\_\_

Business \_\_\_\_\_

Home (optional) - \_\_\_\_\_

Email Address \_\_\_\_\_



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- a) Please indicate which address you wish us to use for mail outs: Business/Home/ Email
- b) Are you able to speak any languages other than English? Yes / No  
If yes, which language(s): \_\_\_\_\_
- c) Are you interested in offering any programs in any languages other than English? Yes / No  
If yes, which languages? \_\_\_\_\_
- d) How did you find out about the Living With Cancer Education Program Training course?
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### **GROUP WORK EXPERIENCE / TRAINING**

Please list experience you have had in running group programs and any training you have undertaken in group facilitation.

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Please list any other information, which you feel is relevant to your application; for example how you hope to apply the program to your work setting:

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Please list what you expectations are of the Course in Facilitating the Living With Cancer Education Program?

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### Agreement between The Cancer Council Victoria, Auspicing Organisations and Course Facilitators

The Cancer Council Victoria asks all Living With Cancer Education Program auspicing organisations and facilitators to agree to meet the following guidelines prior to offering a Living With Cancer Education Program.

1. The facilitators have the agreement of their workplace to conduct the Living With Cancer Education Program as collaboration between themselves and The Cancer Council Victoria.
2. The organisations / facilitators agree to the aims (as per manual) of the Living With Cancer Education Program.
3. That the name "The Living With Cancer Education Program" is not altered in any way and that the contents and name of the Living With Cancer Education Program including the manual, brochures, posters, etc. are the intellectual property of The Cancer Council of Victoria. The Cancer Council Victoria is to be acknowledged in all publicity of the Program. The Living With Cancer Education Program Coordinator should be advised in writing if the Living With Cancer or The Cancer Council Victoria logo is to be used.
4. All Living With Cancer Education Program facilitators will be trained by The Cancer Council Victoria and will attend periodic update training. Co-facilitators are essential.
5. The facilitator agrees to facilitate a Living with Cancer Education Program within 6 months of the training, obtain accreditation following the training and continue to maintain accreditation whilst they wish to remain a facilitator. If the facilitator no longer wishes to deliver the program they are obliged to contact the Living with Cancer Education Program Coordinator.
6. Facilitators should discuss with the Living With Cancer Education Program Coordinator, in advance, of any proposed major changes to the standard program. This includes the length of the program and any other irregularities.
7. Facilitators need to work in a setting where they have regular ongoing contact with people with cancer and they need to be aware of the psychosocial requirements of people affected by cancer. Facilitators need to have access to professional expertise in the areas that they do not have themselves. This is particularly important where the Living With Cancer Education Program is conducted outside an Oncology treatment centre.
8. Facilitators are required to notify The Cancer Council Victoria **at least three weeks** prior to conducting a Living With Cancer Education Program. If the program does not commence, the coordinator must be advised as soon as possible.
9. Facilitators are obliged to notify The Cancer Council Victoria of change of work details.

Facilitator's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager/Supervisor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Auspicing organisation: \_\_\_\_\_

Program venue: \_\_\_\_\_

Please sign this application form and return it with payment to:  
Sue Hegarty  
Cancer Services Coordinator - LWCEP Coordinator  
Cancer Information and Support Service  
The Cancer Council Victoria, 1 Rathdowne Street, Carlton Vic 3053  
Phone: 13 11 20 Email: [lwcep@cancervic.org.au](mailto:lwcep@cancervic.org.au)



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## TAX INVOICE 2009

*Upon payment this form may be used as a Tax Invoice. Please photocopy for your records.  
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**Payment will be processed after the course**

**All module fees are GST free. As The Cancer Council Victoria is a charity, it is permitted by GST legislation to treat the Living With Cancer Education Program Course as a GST free supply.**

**Name of applicant:** \_\_\_\_\_

Dates     12 & 13 May 2009         19& 20 August 2009         9 & 10 November 2009

**TOTAL: \$200.00**

**Facilitator Kits are NOT included in the training.**

**Please refer to resource list for Living With Cancer Education Program materials.**

**Payment options please complete:**

**Please provide contact details of the person responsible for payment if not yourself**

Name: \_\_\_\_\_ PH: \_\_\_\_\_

Please find cheque enclosed made out to The Cancer Council Victoria

Please debit my credit card for \$ \_\_\_\_\_ Name on Card: \_\_\_\_\_

Type (*please circle*):    Visa                      Amex                      Diners  
                                         MasterCard              Bankcard                      Other: \_\_\_\_\_

Number on Card: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_    Signature: \_\_\_\_\_

**Office Use Only:**

DATE PAID: \_\_\_\_\_

RECEIPT NUMBER: \_\_\_\_\_