

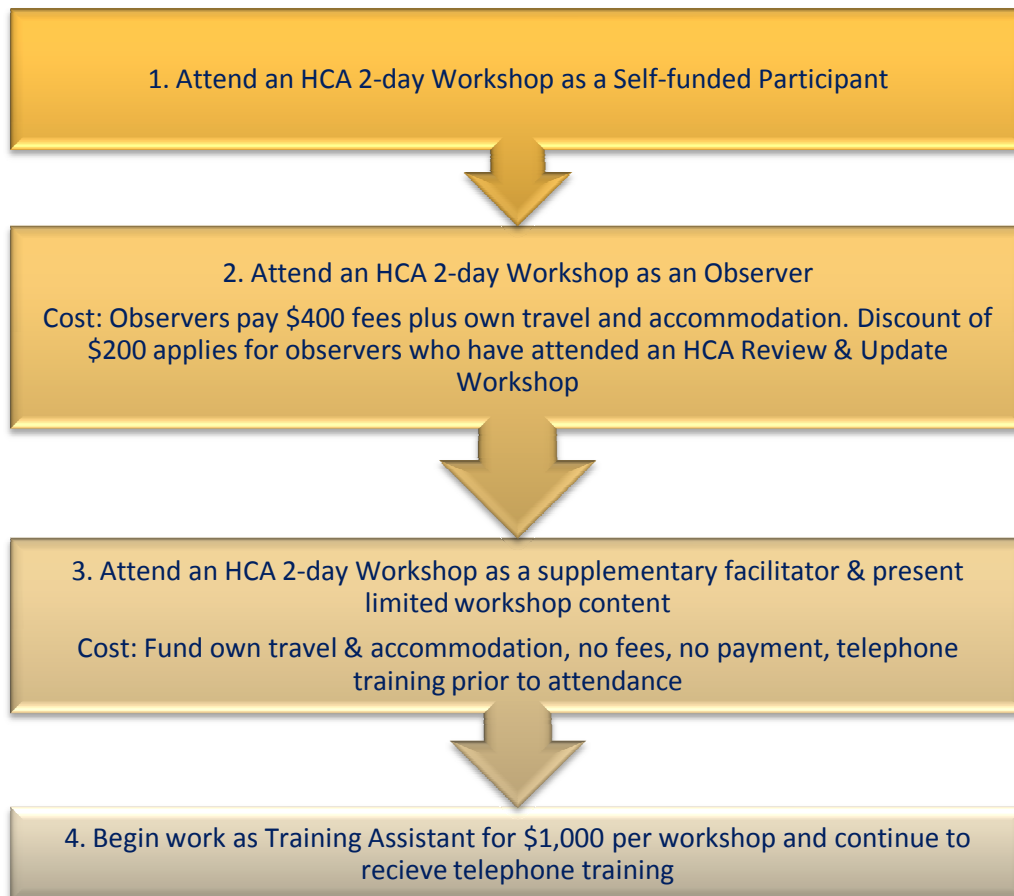
Criteria for HCA Training Assistants and Co-facilitators

The following criteria apply for HCA Training Assistants and Co-facilitators:

- Fully accredited health practitioner.
- Good understanding of health behaviour change theory and models (or a reasonable level of knowledge and willing to learn).
- Sound counselling/coaching skills in motivational interviewing/solution focused approach/CBT (or a reasonable level of knowledge and willing to learn/refine skills).
- Using health coaching in own clinical practice.
- Reasonable amount of training experience and comfortable presenting to multidisciplinary groups.
- Able to travel for a minimum of 1 week per month (i.e., Sunday afternoon to Friday night).
- Able to “walk the talk” – i.e., good nutrition and exercise habits to role model to participants.
- Able to work closely with a team (we tend to live in each others’ pockets when on the road training).
- Acceptance of workdays that start at 7 am and finish at 9 pm (work talk, revision and training over dinner).
- Acceptance of the need to do a large amount of self-study (unpaid) to learn the material.
- Acceptance of the need to present to a script, albeit incorporating own clinical examples.
- Passionate about the field of health behaviour change and a desire to become an expert in health coaching.

Training and Administrative Arrangements for HCA Training Assistants & Co-facilitators

1. The pathways to becoming an HCA Training Facilitator are shown graphically in the attached document.
2. HCA Facilitators are initially taken on as contractor Training Assistants. Training occurs both on-the-job and via telephone training sessions with the HCA Training Director.
3. The minimum amount of time usually taken to become an HCA Co-facilitator, from Training Assistant, is 6 months (depending upon the number of workshops attended). The actual time taken to train up to Co-facilitator level will depend upon the skills and knowledge of the Training Assistant, and the number of workshops facilitated per month.
4. The position of Co-facilitator is attained when the contractor is able to deliver approximately half of the workshop material independently (without on-going intensive training) and is invited to progress to the next level. Training Assistants will not automatically become Co-facilitators. This will depend upon individual’s knowledge, skill and facilitation ability.
5. The steps to becoming a TA are as follows:



6. Training Assistants are expected to complete and submit HCA skills development assignments as part of their training.
7. Completion of HCA Model Certificate of Competency – Level 1 is desirable prior to becoming a TA. However, this can be completed whilst training/working as an HCA TA.
8. TAs and Co-facilitators are taken on as contractors. Starting pay rate is \$1,000 (+GST if applicable) per workshop, or \$2,000 (+GST) per week (two workshops plus travel in-between). Travel and accommodation costs are met by the organisations sponsoring HCA workshops.
9. HCA training is conducted throughout Australia and run on-site for sponsoring health organisations.
10. TAs are required to arrange their own travel to the nearest regional airport. Travel and accommodation expenses from there are paid by organisational workshop sponsors.
11. TAs are expected to fund their own catering/meals throughout their week away. Lunch is usually provided at the workshops.
12. HCA tries to book TAs into 2 x workshops in each one week block (Mon/Tue and Thu/Fri). They are usually required to travel to the first workshop on the Sunday before, travel between locations on the Wednesday in-between, and return home on Friday evening. The Wednesdays are also used for training. The actual number of workshops attended will depend upon workshop bookings, locations and scheduling of other facilitators. HCA cannot guarantee that the TA will be allocated to 2 workshops per month.
13. The TA training is fairly intensive. TAs are required to attend tele-conferences with our Training Director to learn the material and are expected to do a significant amount of study in their own time. Material is also revised with the workshop Primary Facilitator the night

before each workshop day and the TA is debriefed on their performance each evening of the workshops.

14. During their time as a TA, TAs are expected to attend occasional HCA workshops as unpaid observers (e.g., attending Review & Update workshops facilitated by HCA Primary Facilitators). This is to ensure that TAs continue to develop their skills and knowledge by observing senior HCA Facilitators and updating their knowledge about the HCA Model and implementation issues faced by workshop participants who are using the Model. To reduce costs to the TA, these observed workshops would usually be in a location in or near to the TA's geographical region.
15. The duties of HCA TAs include assisting HCA Primary Facilitators with logistical arrangements for workshops (e.g., driving between locations, setting up venues etc.), delivering pre-determined presentation content at workshops, dealing with any catering or other issues arising for participants at workshops and generally supporting the HCA Primary Facilitator.
16. The training and personal time commitment required to become an HCA TA/Co-facilitator is significant. However, the personal and professional rewards for the right person are also significant.