



# Workforce Development training events – Participant Information

Thank you for considering training provided by the Mental Health Commission's Workforce Development team. Our training is designed to empower professionals working in alcohol and other drug (AOD), mental health, and community services. Whether you're looking to build new skills, connect with peers, or enhance your practice, we're here to help every step of the way. Here's everything you need to know for a smooth and enjoyable training experience.

## About our training

We deliver training to support professionals working in not-for-profit and government organisations within the AOD, mental health, and community service sectors. Sessions typically run from 9am to 4pm unless noted otherwise.

## Who can attend?

Our training is primarily for professionals working in:

- government and non-government AOD services
- mental health services
- youth, community, and health sectors

If your role involves working with clients in AOD, mental health, or community services, these training events may be for you. Not sure? We're always happy to help clarify – just reach out!

## How to register

- Visit [Alcohol and Other Drug Training | Mental Health Commission](#) to browse all training events available this semester.
- Scroll to the bottom of the page and register via the training calendar. Please note, courses will not appear if they are unavailable or at capacity.
- Click the event you're interested in and follow the prompts to register.

## Important:

- Due to the large interest in our training events, submitting a registration form does not guarantee acceptance.
- Check with your manager that you will be supported to attend the training event before registering.



- Please carefully complete all fields in the registration form, as incomplete or inaccurate registrations may not be processed.
- Use your work email address wherever possible.
- Include your mobile number so we can contact you quickly if there are last-minute changes.
- When you register, tick the box to receive updates via email and SMS. Without this, you may not receive information about your registration or event details. Don't worry – we only send information relevant to your training and resources.

#### After registering:

- You'll receive a "Training Registration Acceptance" email about two to three weeks before your session.
- Didn't receive it? Check your junk folder, then contact us – we're happy to help.

#### Blended Learning Training Packages

To complement face-to-face training, our blended learning packages combine online eLearning with in-person workshops. Participants complete foundational learning online before attending practical, skills-based sessions.

*\*Note: The following courses require completion of the approved eLearning component prior to attending the face-to-face workshops\**

The following courses are blended:

Code	Face to Face Course	eLearning package
MHKW	Keyworker: Alcohol and other drugs skills training for government mental health clinicians	Introduction to Alcohol and Other Drugs (AOD)
ST334	AOD skills foundation	Introduction to Alcohol and Other Drugs (AOD)
ST333	AOD Skills for Counsellors	Introduction to Alcohol and Other Drugs (AOD)
ST222	Induction Training for new AOD workers	Alcohol and other drug (AOD) services in Western Australia
NGOMH	Working with Alcohol and Other Drugs Using Clients: Skills Training for Mental Health Workers from Non-Government Organisations.	Introduction to Alcohol and Other Drugs (AOD)



The eLearning courses can be accessed through the eLearning platform [Home | E-learning@MHC](#) and require participants to create an account. Detailed instructions will be shared upon acceptance into a blended Learning Training Package.

Please direct any queries or issues to [aod.training@mhc.wa.gov.au](mailto:aod.training@mhc.wa.gov.au).

### Training costs

Our training is free for professionals working in not-for-profit and government organisations within the mental health and AOD sectors. Each course is designed for a specific audience as outlined in the event details. Registrants who don't meet the criteria may not be offered a place.

### Cancellations and changes

We understand plans can change, if you're unable to attend:

- Withdraw via the "Intention to Attend" form linked in your training acceptance email.
- Or email us at [aod.training@mhc.wa.gov.au](mailto:aod.training@mhc.wa.gov.au)

Please notify us as early as possible so we can offer your spot to someone else. Non-attendance without notice may affect your ability to enrol in future sessions.

### Note:

- Registrations may close earlier than advertised if capacity is reached beforehand.
- Events require minimum numbers to proceed. If minimum registrations are not reached, the training may be cancelled or re-scheduled.
- Once you have confirmed your attendance, you'll receive a reminder email three days before your training session.

### What to bring

- A notebook or device for taking notes.
- Any additional stationery you prefer (e.g. highlighters, pens, pencils).

### Catering

- Tea, coffee, and biscuits are provided for morning and afternoon tea.
- Lunch is not provided unless stated otherwise in event information.
- You're welcome to bring your own lunch or purchase from nearby cafes.
- Fridges and microwaves are available for your convenience.
- As single-use cups are being phased out in WA, please bring your own reusable coffee cup and water bottle.

### Accessibility

We're committed to making our training inclusive and accessible. Whether you need mobility access, larger print materials, or other supports, please let us know – we're here to help ensure you have a great experience.



## Training location

Training is typically held at:

### **Mental Health Commission – Training Room**

Level 1, 1 Nash Street, Perth WA 6000

- Easily accessible by public transport, directly across from McIver Train Station.
- Paid parking is available nearby, starting from approx. \$15/day. Apps like Wilson Parking can help you find the closest parking garages.

Specific venue details are included in your confirmation email.

## Certificates of attendance

- A hard copy certificate will be provided on the day.
- Prefer a digital copy for your records? Just email us at [AOD.training@mhc.wa.gov.au](mailto:AOD.training@mhc.wa.gov.au) and we'll send it promptly.
- Employers will be advised of training non-attendances.

## Frequently Asked Questions

### **How will I know if my registration was successful?**

You'll receive a "Training Registration Acceptance" email from us about 2–3 weeks before your training is due to commence. If you haven't heard from us by then, please feel free to reach out – we're happy to help confirm your place.

### **Can I join a waitlist if my preferred training is full?**

Absolutely. If you're eligible for training but the training is full, you can request to join our waitlist. We'll contact you if a spot becomes available.

### **Is there Wi-Fi available at the venue?**

Wi-Fi is not available in our training rooms. Please plan ahead if you'll need internet access during your session.

### **Can I bring my own lunch?**

Yes! You're very welcome to bring your own lunch from home or purchase something from nearby cafés. We want you to be comfortable throughout the day.

### **Will I receive slides or handouts after the session?**

Definitely! We'll provide you with copies of all slides, activities, and handouts so you can review and revisit what you've learned.

### **Where do I sign in?**

Please tick your name on the attendance sheet when you arrive. This ensures we have a record of your participation and enables us to issue your certificate.

### **Can I leave early?**

Certificates are generally only provided for participants who complete the entire session. If you need to leave early, please discuss with your trainer beforehand to see if a certificate can still be issued.



### **Is parking provided?**

No parking is provided by the Mental Health Commission. However, there's paid parking nearby at:

- Wilson Parking, 186 Pier St
- CPP Royal Street Parking (east of Mclver Station)
- Wilson Parking, 130–144 Stirling Street, Northbridge
- City of Perth Parking, 47 Newcastle Street, Perth

Street parking is also available but limited to two hours.

### **Is the venue wheelchair accessible?**

Yes, our training rooms are fully wheelchair accessible. Please let us know if there's anything specific we can do to support your visit.

### **Is public transport available?**

Absolutely. The Mental Health Commission is easily accessible by train via Mclver Station on the Armadale/Thornlie, Ellenbrook and Midland lines. Check [Transperth](#) for details.

### **How to Contact Us**

Have questions or need assistance? We're here to help:

Email: [aod.training@mhc.wa.gov.au](mailto:aod.training@mhc.wa.gov.au)

Phone: (08) 6553 0560

Business hours: Monday to Friday (excluding public holidays) 8.30 am – 4pm.

### **Stay connected**

We'd love to keep in touch with you! Stay up to date on training opportunities, resources, and the latest sector news by following the Mental Health Commission:

- **LinkedIn:** [@mentalhealthwa](#)
- **Facebook:** [@mentalhealthwa](#)
- **Instagram:** [@mentalhealthwa](#)

### **Subscribe to [Stakeholder Connect](#)**

Subscribe to our bi-monthly e-newsletter, Stakeholder Connect, to receive updates on workforce development and training, progress on key initiatives, sector reforms, and opportunities to get involved in research, consultations, and advisory groups.

We're here to support your journey – connect with us today!