# WORKSHOP INFORMATION

Insight is the leading provider of alcohol and other drug training, education, information and advice for workers and services across Queensland. We provide progressive learning opportunities ranging from introductory level through to specialised discipline-specific professional development courses. We are committed to providing best practice, evidence-based clinical training and support for the state's alcohol and drug workforce.

#### Workshop Bookings

All bookings are managed online through our "Training" page at <a href="www.insight.qld.edu.au">www.insight.qld.edu.au</a>. Bookings are essential. Participants must wait to receive a booking confirmation notice before they can be assured of their successful registration. Early registration is recommended as workshop places are limited. Set places are allocated to Queensland Health and non-Queensland Health employees for most workshops. Restrictions apply on the number of registrations accepted from a single organisation for each event, managed on a case-by-case basis. If events are oversubscribed, Queensland based workers from specialist alcohol and drug services will be given priority places followed by mental health, hospital, community health and other frontline support workers.

### Waiting lists

Our online booking system features an automated waiting list service for most training events. If an event you wish to attend is sold out and no waiting list option appears, please express your interest by emailing <a href="mailto:insight@health.gld.gov.au">insight@health.gld.gov.au</a>.

### Fees for training

There is no charge to attend our training events for either Queensland Health or non-government employees.

# CPD points and Certificates

Participants attending Insight workshops are able to gain CPD hours. See individual core skills training workshop for PD endorsement and visit the AHPRA website: <a href="www.ahpra.gov.au">www.ahpra.gov.au</a> for further information. All participants attending Insight workshops will receive certificates to acknowledge their attendance. Participants attending core skills workshops will be required to meet core skills requirements to obtain a certificate of course completion. Please note: Full attendance at the workshop is required to receive a certificate of attendance/completion.

### Venues and catering

Unless otherwise specified, all training events are held in the Edwards Miller Training Room, 4th Floor Biala, 270 Roma Street, Brisbane. Tea, coffee and a light lunch are provided at all full-day workshops held at Biala.

#### Parking

There is no parking available at Biala. Limited, metered street parking is available in surrounding streets. The closest paid parking can be found at the Barracks Shopping Centre on Petrie Terrace which is a short, 5 minute walk to our building. Roma Street Station is our nearest public transport hub which is also a 5 minute walk away.

### Accessibility

The Biala Building is wheelchair accessible. Interpreters, captioning services and other sensory impairment aids can be organised if required. Please contact us at least 2 weeks prior to your workshop to discuss.

### Cancellation policy

Applicants will be notified by email and/or phone if courses are cancelled. If you are unable to attend a workshop, please notify us as soon as possible so that your space can be offered to someone on our waiting list.

NB: For health and safety reasons it is our policy to email both you and your line manager in the event that you do not attend a workshop without prior cancellation.

# Contact Details and Enquiries

For information on any of the services offered by Insight or to place your name on our mailing list please visit www. <a href="mailto:insight.qld.edu.au">insight.qld.edu.au</a>, phone: (07) 3837 5655, or email: <a href="mailto:insight@health.qld.gov.au">insight.qld.edu.au</a>, phone: (07) 3837 5655, or email: <a href="mailto:insight@health.qld.gov.au">insight@health.qld.gov.au</a>

We look forward to seeing you at one of our events!

