

Northey Street City Farm

THE place for learning about living sustainably in the city.

16 Victoria Street, Windsor, QLD 4030 www.nscf.org.au

p: 3857 8775, e: adultedn@nscf.org.au

Facilitators' Guide - Workshop and Short Course Program

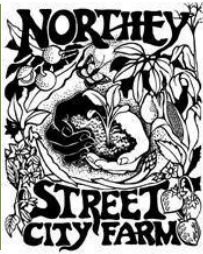
Thank you for your interest in facilitating a Sustainable Living Workshop or Short Course at Northey Street City Farm. Please read this guide before you make an application. If you have any questions, please contact the Adult Education Coordinator at adultedn@nscf.org.au.

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About the Program

Our program covers a range of sustainable living topics related to permaculture and in the past have included organic gardening, growing and preparing bush foods, keeping animals, craft using natural materials, Non-Violent Communication, alternative economics and much more! We welcome enquiries from people new to facilitation for our half and full day workshops. Our short courses are run by facilitators with at least a few years' experience. The program runs throughout the year with a short break over the Christmas period and we aim to



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deliver a minimum of 36 workshops and four short courses. We also run at least two long format Permaculture Design Courses (PDC) annually, typically over several months.

Venues

There are currently four teaching spaces available to facilitators:

- under the Office Building (up to 30 people)
- the old teaching space outside the toolshed (up to 20 people),
- the kitchen area (up to 10 people)
- a space in the nursery (up to 10 people).

The kitchen area is generally used for craft and food preparation workshops and the nursery space is prioritised for horticulture related workshops. Our workshops are generally run on Saturdays, but other days are also possible.

Equipment

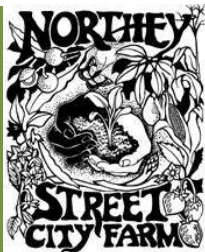
We offer the following equipment free of charge to facilitators of workshops and short courses:

- Trestle tables (up to six)
- Tables and chairs
- White boards
- Projectors
- Projector screen (in the space under the office only; in other spaces white boards are used)
- Kitchen facilities
- Gardening tools

We do not supply laptops, tablets or computers. We have a minimal supply of HDMI and other cables, so we encourage you to bring your own cables.

Projectors

Please note that our projectors get a lot of use for not only the education program but also for events and meetings. We currently have one reasonably new projector, but all others are older, used models. We strongly encourage that you bring your own projector.



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Teaching consumables

NSCF has supplies of butcher's paper, graph paper and tracing paper available on request. White board markers, pencils, pens and chalk MAY be available, and we encourage you to bring these items.

Gardening, craft and other materials

NSCF's compost is available for the program but is limited to one 20-litre bucket per workshop or short course.

Products supplied and paid in advance by the facilitator such as seedlings, glue, wood, composts and soil conditioners can be invoiced to NSCF to a maximum of \$50 per half-day or full-day workshop. For short courses, a materials allowance of up to \$50 per day may be invoiced to NSCF. Please email the Adult Education Coordinator with details before your workshop or short course.

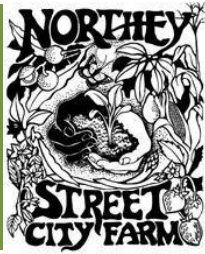
We may add an additional materials fee, under prior arrangement, if the participants get to take something home with them or consume something on the day.

Demonstration areas

Areas for demonstrating horticultural practices such as composting and garden bed preparation are also available on request.

Duration

We run three-hour half day and six-hour full day workshops. The 3-hour workshops generally run from 9am-12pm or 1-4pm, and the 6-hour workshops run from 9am-4pm. You may wish to run two separate but connected workshops with one being held in the morning and one in the afternoon.



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Short courses run over two to six days and are generally held on consecutive Saturdays, commencing at 9am and finishing at 4 or 5pm. We encourage 30 minutes for morning and afternoon teas, and for full day sessions, 1-hour for lunch.

Promotion

Our commitment

NSCF promotes the education program via our:

- Web site
- Facebook page with 22,000+ followers
- Instagram feed with 4000+ followers
- Monthly eNews sent out to 5,000+ people
- Flyers on our two community notice boards
- Occasional radio interviews.

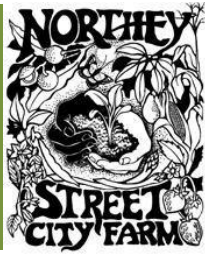
For half-day and full-day workshops NSCF will make two individual posts and another post that features multiple upcoming workshops on our social media pages. For short courses NSCF has budgeted for paid advertising on Facebook and Instagram. We endeavour to start workshop and short course promotions eight weeks in advance.

On Facebook we share our posts to permaculture and gardening groups that allow promotions, including Permaculture Brisbane, Brisbane Organic, Australian Organic Gardens and Open Gardens and Events Queensland. We do not share to closed, member-only groups, or groups that do not allow promotion.

Your commitment

We expect you to promote your workshop within your own networks. As the facilitator is paid per participant, it is in your best interests to promote your workshops widely amongst your networks to ensure the maximum number of attendees. The Adult Education Coordinator will send you the online link to your workshop or short course booking page.

Prospective attendees like to hear directly from the Facilitators themselves. We can arrange a short video here at the Farm of you spruiking your workshop to help with your promotions.



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We also encourage you to copy our Facebook posts and imagery to use in your posts. We also find that exploiting your email network is an effective way to gain attendees.

Applications

Please note that we generally do not take applications if the same or similar workshop or short course has also been run within 12-months as part of Brisbane City Council's, or another Brisbane-based sponsor's, workshop program.

The program is arranged on a quarterly basis. The Adult Education Coordinator will email a call out for half and full-day workshops 3 or 4 months prior to each quarter starting. If you have a workshop idea please contact the Adult Education Coordinator anytime.

For each workshop you wish to run please fill out the online '**Workshop Facilitator Booking Form**' that the Adult Education Coordinator will send you. We may also ask you for promotional images.

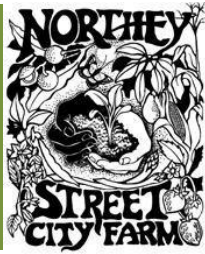
Please advise us via the online form:

- of any specific workplace, health and safety issues relating to your workshop. If participants will be undertaking activities that may involve some risk of injury, you will need to provide a risk management strategy.
- if the workshop includes First Nations' Cultural and Intellectual Property.

We may need to change the name and description of your workshop to make it more marketable, but we'll contact you before making any major changes.

Cancellations and postponements

NSCF's policy is not to cancel workshops and we expect that you will run your workshop with a **minimum of five attendees**. You need to inform us of any conditions under which you may need to postpone or cancel your workshop prior to each workshop. If you need to postpone your workshop, inform us immediately so that we can contact participants. We will need a minimum of three days' notice should you need to postpone your workshop. NSCF reserves the right to postpone your workshop if there is inclement weather (for example, an impending



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flood) or an unforeseen emergency. In the event of postponement, we will re-negotiate a suitable date and re-schedule.

Preparation

We suggest you consider the following elements when planning your workshop:

- Have clear outcomes for the workshop
- A lesson plan
- Note that very wet weather limits the available teaching space at the Farm. The Farm can sometimes be cold and wet. Please consider this when designing and planning your workshop.
- On the day we will provide a printout of participant names for you to mark off the participants attending.
- It is your responsibility to provide the materials needed for the workshop. For any materials you would like the farm to provide, please request this in the online 'Workshop Facilitator Booking Form'.

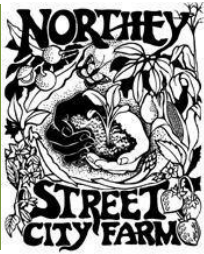
It is essential that you make yourself familiar with the site during the planning phase of your workshop or short course. If necessary, the Adult Education Coordinator will arrange a brief tour.

At the workshop

On the day of your workshop a NSCF staff member, or an experienced facilitator, will:

- help set-up chairs, projector (if necessary) and tea & coffee facilities (we provide tea and coffee).
- unlock the toilets
- provide you with a copy of the participant list and a workshop feedback form for participants to complete.

If you have people show up who are not on the attendance list or who have not paid, please ask them to pay at the nursery, ensuring they are issued with a receipt. For those participants not on the participant list, you will need to add their names and the amount they paid to the participant list. **This is important as we can only pay you for participants who have paid to attend.**



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Please arrive with plenty of time to set up before your workshop. We ask that you stick to the allotted time – it is fine if students want to stay back to chat after, but it's important that students who leave the workshop at the correct time do not feel they are missing out on something that they think should have been covered in the workshop.

At the end of the workshop please distribute the **feedback forms** for participants to complete. This is a requirement for our workshop facilitators and gives you the opportunity to continue improving your workshop delivery and content.

You are responsible for the safety of the participants under your supervision during your workshop. Please note there is a **first aid kit** available in the site shed and one in the nursery (please ensure you know where they are). Instructions for accessing the **keys for the first aid equipment** in the site shed will be sent to you in advance.

You are responsible for cleaning up the space after your workshop and returning it to the state it was in before using it.

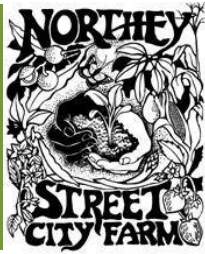
Packing down the venue

You will need to pack down the venue at the end of your workshop. The Adult Education Coordinator will send you **Pack Down Instructions** beforehand.

Payments

After the workshop or short course is completed the Adult Education Coordinator will confirm the amount to invoice the Farm and a copy of the facilitator pay schedule will be sent to you. You can then email an invoice to adulstedn@nscf.org.au and the Adult Education Coordinator will complete a request for payment form and ensure it is processed as promptly as possible.

On the invoice, please include your name, the date the invoice has been sent, the date and name of the workshop, your ABN and the amount being invoiced. If you don't have an ABN, you need to complete the [relevant ATO form](#) to minimise tax.



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NSCF currently operates on a shared risk/reward payment basis and the more people that enrol in the workshop the more you will get paid. Facilitators currently receive 60% of the profits after GST, admin, ticketing and materials costs are deducted. For First Nations facilitators NSCF waives all admin fees.

Standard full-day workshops fees are \$120 / \$100 concession, while half-day workshops cost \$75 / 60 concession. We are currently trialling some 1.5hr workshops that cost \$40/\$35. Short courses are usually charged at the rate of about \$100/\$87.50 per day. Concession rates are only for Centrelink Healthcare Card Holders.

Materials expenses

If you have an expense for materials supplied, please let the Adult Education Coordinator know in advance of the workshop or short course.