



## Responsibilities and tips for running a successful RICC workshop

- **Organising the venue** – The host branch will need to source an appropriate venue for the course however the host branch is not expected to pay for the venue. Once the venue is confirmed, the invoice can be forwarded to [training@wires.org.au](mailto:training@wires.org.au) to facilitate payment for the venue booking.
  - For venue charges of more than \$250 in total (excluding any bond charges), please reach out to [training@wires.org.au](mailto:training@wires.org.au) to discuss this further before booking.
  - Some online booking systems require instant payment and do not issue invoices. In these cases, if the branch sources a suitable, reasonably priced and available venue, please contact the WIRES Training Team to facilitate the booking and payment.
  - ⊖ Branch representatives and trainers on the day are responsible for leaving the venue in a clean and tidy state. The branch may incur any additional fees charged with the venue hire that are associated with leaving a venue in an untidy condition.
- **Key collection and drop off** – most venues have procedures in place regarding key collection/access to the venue, as well as locking up procedures and key drop off.
  - The host branch is responsible for key collection and drop off. Host branches are also asked to ensure sufficient branch representatives and trainers will be there to assist with setting up and ensure the venue is ready for participants to arrive.
- **Use of deceased animal bodies**– It is a requirement for branches to have animal bodies available at all RICC workshops to utilise for the purposes of course activities (i.e. identification, examination etc).
  - Animal bodies must be sourced by the branch and brought to the workshop.
  - Branches are encouraged to source a wide range of animal bodies for the course to ensure participants can practice identification of different species. Bird bodies are required for the workshop and possum, lizard & turtle bodies are optional but beneficial (refer to Branch Trainers Booklet for more information).
- **Paperwork distribution and collection** – The branch must ensure all workshop participants receive a copy of the necessary paperwork on the date of the RICC workshop.
  - The WIRES Training Team will ensure the necessary paperwork is supplied to the branch (usually the Training Officer) before the workshop date. This includes a RICC manual, a Participant Assessment Booklet, an Evaluation Form and the WHS form (electronic - but also available in hardcopy) for each student on the Attendance Register.
- **Catering** - Branches are welcome to provide refreshments (tea, coffee, biscuits etc) for participants, however this is not mandatory and course information sent to participants states that all participants are to bring their own food and drinks.
- **Workshop Sessions** – The hosting branch must ensure that all compulsory workshop sessions as outlined in the Branch Trainers booklet have been incorporated and completed at each and every workshop and the relevant sections in the Participant Assessment Booklet are complete and signed off.



- **Trainers** – All branch workshops must have at least 1 WIRES approved Trainer overseeing the running of RICC workshops. A WIRES Approved Trainer is regarded as a member who has successfully completed the free online WIRES Train the Trainer course. This individual does not need to run the workshop completely, but they need to be present and overseeing the workshop. To access the Train the Trainer course, email [training@wires.org.au](mailto:training@wires.org.au).
- **General coordination and direct communication with the trainers and WIRES Training Team** – this is a necessary part of the preparation phase of a scheduled course, to ensure the training runs as smoothly as possible.
  - The Training Team will reach out to the trainers and/or branches in preparation, to obtain details such as course paperwork delivery point for the branch, emergency contact for the day and who to send the attendance register to (in order to print off and bring to the course) etc.
- **Returning paperwork** – Branches must ensure that all participants successfully complete the paperwork, and that this paperwork is returned to Head Office following a RICC workshop. This is necessary in order to process new members into the branch. Hard copies of the paperwork can be posted back to PO Box 7276, Warringah Mall NSW 2100, OR scanned and sent electronically to [training@wires.org.au](mailto:training@wires.org.au).
  - The paperwork that needs to be returned includes the Participant Assessment Booklets, Evaluation forms any WHS forms and the RICC Attendance Register.
  - Head Office must also receive headshot images to be used for identification. These can be mailed via USB or emailed to [training@wires.org.au](mailto:training@wires.org.au) following the workshop.

Live animals, including pets and/or animals in care are not to be brought to RICC workshops under any circumstance.

The Training Team are always willing to assist, and we encourage branches to reach out with plenty time in advance if there are any concerns, challenges or questions they may have in preparing to host a course.

All branch enquiries relating to hosting RICC workshops, becoming a WIRES Approved Trainer or accessing the Branch Trainer's Booklet can be directed to [training@wires.org.au](mailto:training@wires.org.au)