FREQUENTLY ASKED QUESTIONS
BehaviourWorks Australia toolbox series short courses

1. WHAT IS THE FORMAT AND STRUCTURE OF THE COURSE?

BehaviourWorks Australia's *Toolbox Series* short courses comprise up to 15 hours of learning within an intensive seven-day period (Friday to Friday). See course information webpage for dates and times.
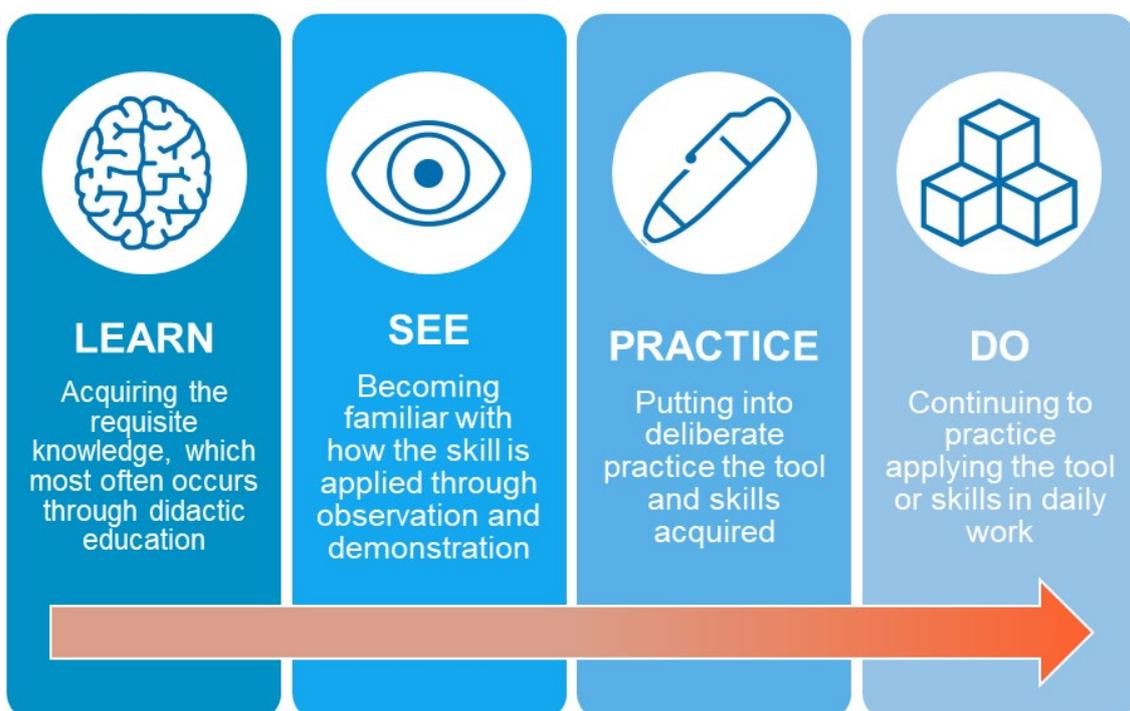
Your course will begin and end with an instructor-led workshop. In between the workshops, you will make your way through the self-paced activities in the online learning management system, Moodle.

Tasks to complete in Moodle include an **eBook** of reading material, an **online quiz** to assess your understanding, a **demonstration activity** to enable you to watch the skill in action and a **practical peer-review activity**, which will give you the opportunity to consolidate your newly-acquired skill by giving and receiving feedback with your peers.

2. HOW WILL I LEARN?

Educators and researchers recognise that skills are developed with practice in turning learners from novices to experts. Therefore, BehaviourWorks Australia's *Toolbox Series* short courses have been developed in consultation with several competency-based pedagogical models and taxonomies. They are specifically designed to support skill development.

The pedagogical framework we adopt follows these broad learning stages:

LEARN
Acquiring the requisite knowledge, which most often occurs through didactic education

SEE
Becoming familiar with how the skill is applied through observation and demonstration

PRACTICE
Putting into deliberate practice the tool and skills acquired

DO
Continuing to practice applying the tool or skills in daily work

The above stages are part of [Kovacs' framework for procedural skills training](#), which is often cited in training from the medical profession. Kovacs G. (1997). Procedural skills in medicine: Linking theory with practice. *Journal of Emergency Medicine, 15*, 387–391.

Other educational principles also applied in this course include the use of formative feedback, peer-assisted learnin, and adaptive learning strategies.

3. WHAT ARE THE ELIGIBILITY REQUIREMENTS FOR PARTICIPATING IN THIS COURSE?

There are no specific entry requirements for participating in BehaviourWorks Australia's short courses. However, in order to gain the most out of the content and activities, we ask that you are able to read and communicate in English effectively.

The courses contain academic and non-academic learning materials and you are expected to commit time to participate with the expected workload (approximately 15 hours per course). You are responsible for your learning, such as completing required tasks, engaging with peers and conforming to online codes of conduct. Finally, we ask you to bring your own experiences to the course to enhance your learning and to enable the transfer of knowledge back to your work.

4. ARE THERE ANY FACE-TO-FACE LECTURES OR IS PHYSICAL ATTENDANCE REQUIRED?

No. The course is delivered fully online, which means that all of the course content is delivered digitally, through the University's online learning platform. Moodle. The fully online nature of the course makes it extremely flexible. As long as you have reliable access to the internet, you can complete the course from anywhere!

5. WHAT IS MEANT BY 'SELF-PACED'?

Parts of this course are 'self-paced', in that you will decide when and from where you will access the learning material and how fast or slow you wish to progress through it. That is, the majority of the materials, including the eBook, quiz and learning activities can be completed flexibly within the week the course runs.

The two workshops within the course are not self-paced but instructor-led, meaning that you will be asked to attend at a given time and participate in scheduled activities.

6. WHAT IS COVERED IN THE WORKSHOPS?

The workshops are intended to bring learners together to achieve certain objectives in a cohesive and standardised way.

- **Workshop 1** will involve getting to know your facilitator, the course, its learning activities, the nature of the content you will cover in the upcoming week, navigate the online learning platform, and provide an opportunity to connect with other learners.
- **Workshop 2** will enable you to address any questions or challenges you have experienced with the course material, to collaborate with others in applying the skills you have learned to a new task and provide you with further behavioural insights to help you in your behaviour change pursuits!

7. WHAT IF I CANNOT ATTEND A WORKSHOP?

The workshops in your course are a key part of the learning experience. However, you can still achieve the learning objectives of the course by completing the online materials and participating in the online activities only, without attending the workshops. The workshops are recorded so that you can catch up

later, if you cannot attend due to other commitments. Please note that recordings may be edited for clarity.

8. WHAT IF I AM NOT HAPPY BEING RECORDED?

If you do not wish to appear as a participant in any of our workshop recordings, you are welcome to sit it out and wait for the recording. Ideally, we'd like you to attend and suggest you keep your video turned off if you are more comfortable.

9. WHAT IS THE 'PEER REVIEW ACTIVITY' ABOUT?

When you learn in a group, there are opportunities for collaboration and sharing. Peer-assisted forms of learning provide a safe learning environment for you to test your knowledge, gauge what others think and make improvements and refinements without the problems that come with on-the-job trial and error. Peer-assisted learning in this course will involve obtaining and giving feedback to peers on a practical practice task in Moodle.

10. WHICH PLATFORM WILL I BE LEARNING ONLINE FROM?

Our online courses are delivered through a learning management system called Moodle. All of the learning materials for our courses are housed in Moodle and you will receive a demonstration on how to use Moodle in your first workshop.

Prior to starting the course, you will receive an automated email containing your login password to Moodle from Monash Sustainable Development Institute Professional and Continuing Education by "Admin User (via PACE)". Please check your spam folder if you do not receive this email prior to the start of the course. Participants from Monash University can login with their Monash email address and authcate password. Your registered email address will be your username going forward.

You are encouraged to sign in as soon as you receive this automated email and to update your password to something more memorable. Please do so prior to the start of the course, to enable us to have time to deal with any technical difficulties that may arise. If you experience any technical difficulties, please contact Mr Bowen Yang (bowen.yang@monash.edu).

11. HOW LONG WILL I HAVE ACCESS TO THE COURSE MATERIALS IN MOODLE FOR?

You will obtain access to the course material on the morning of the Friday of the week's learning, just prior to Workshop 1. You will be able to access the material throughout the week, whenever you log into Moodle. Although the course ends a week later on the Friday of Workshop 2, you will have the chance to catch up with any missed content, including the ability download your Certificate of Attendance for 5 weeks after the course ends.

12. ARE THERE ASSESSMENTS TO COMPLETE IN THIS COURSE?

No, this course is not formally assessed. Rather, there are opportunities for knowledge checking and feedback throughout, including through an online quiz and the peer-review learning task.

13. HOW DO I GET A CERTIFICATE?

A *Certificate of Attendance* is available to download in the Moodle platform as soon as you complete the minimum participation requirements of the course. These include completing the eBook, the online quiz and the peer-review activity. Workshop attendance is highly recommended, but not mandatory.

14. WHAT COURSE MATERIALS WILL I TAKE AWAY FROM THIS COURSE?

The contents of the eBook can be downloaded and printed or saved on your local computer. You will also receive a course '*fact sheet*' containing a concise summary of the course content. The intention is for you to refer to this fact sheet as and when you need to in your day-to-day work when you are applying the new skill you have acquired.

15. I AM NOT IN AUSTRALIA. CAN I STILL PARTICIPATE?

We welcome participants from both within and outside of Australia to take part in our short courses, provided they can communicate effectively in English. The content of our courses concerns behavioural science theories, tools, techniques and methods that can be applied to any context, despite the fact that there are references to projects completed in Australian contexts.

Please note that workshop times are listed in Australian Eastern Standard time, or Melbourne local time, and registration payments will need to be completed through credit card.

16. CAN I REQUEST AN INVOICE TO REGISTER FOR THE COURSE?

We can make arrangements for invoicing for group bookings for Australian registrations only. Please contact us about this via our contact details listed below.

17. WHAT ARE THE SYSTEM REQUIREMENTS TO PARTICIPATE IN THE COURSE EFFECTIVELY?

To run MSDI's Moodle learning platform effectively on your computer you should, as a minimum, use the system components listed below. If not, Moodle may still work but some functionality may be lost.

OPERATING SYSTEMS:

Windows 7, 10, Mac OS X or newer, iPad iOS 10 or newer.

DEVICES:

Use a desktop, laptop or iPad for the best learning experience. Use headphones for the best experience for videos and interactive activities.

INTERNET BROWSERS:

An up-to-date modern web browser such as Chrome, Firefox, or Safari.
MS Internet Explorer is not recommended.

INTERNET SPEED:

A broadband connection (1 Megabits per second or faster) will ensure the best learning experience. Dial-up access will be significantly slower and we do not recommend it for using Moodle.

We recommend that the following settings be enabled:

- Cookies

- Pop-ups (in both Internet browser and security software)

- Javascript

- Backup and security

A back-up plan is in place in case your computer fails at any point during the course (utilise an external storage device or cloud-based storage such as Google Drive or Dropbox to back up work and have access to an alternative computer/internet connection).

With all firewalls, ensure that you enable uploading of files.

18. WHO CAN I CONTACT FOR FURTHER HELP?

- Please contact us at: T: (03) 9905 4058

- E: msdi.pace@monash.edu

BehaviourWorks Australia education and training information:
https://www.behaviourworksaustralia.org/education-and-training/