



DPMU Training Additional Course Request

Please review the guidelines on page 2 to help you complete this form

(Please note cost framework is an estimate only, and all courses will be evaluated on a course by course basis)

Requestor Name: _____

Organisation: _____

Email: _____

Phone Number: _____

Course		Location	Participants	Preferred Dates
MIMMS Team	<input type="checkbox"/>			
MIMMS Advanced	<input type="checkbox"/>			
IMT – Regional	<input type="checkbox"/>			
IMT – Metro	<input type="checkbox"/>			
WebEOC	<input type="checkbox"/>			
CBR Suit	<input type="checkbox"/>			
Radio Training	<input type="checkbox"/>			
Discussion Exercise	<input type="checkbox"/>			
Emergo Train Ex.	<input type="checkbox"/>			

Comments:

Please submit to DPMUTraining@health.wa.gov.au



Guidelines

Course	Participant min/max		Duration	Course Requirements
MIMMS Team	15	30	1 day	<ul style="list-style-type: none"> 1 x Presentation room (All participants seated at tables) <ul style="list-style-type: none"> Presentation equipment available (<i>can be provided with advanced notice</i>) Breakout room (1 room per 8 participants) Area suitable for lunch/breaks
MIMMS Advanced	15	30	3 day	<ul style="list-style-type: none"> 1 x Presentation room (All participants seated at tables) <ul style="list-style-type: none"> Presentation equipment available (<i>can be provided with advanced notice</i>) Breakout room (1 room per 8 participants) Area suitable for lunch/breaks Suitable venue for large Mass Casualty exercise (Discuss with DPMU Training)
IMT – Regional	15	24	2 days	<ul style="list-style-type: none"> 1 x Presentation training room (All participants seated at tables with computer) <ul style="list-style-type: none"> Presentation equipment available (<i>can be provided with advanced notice</i>) Breakout room (big enough for 8 people) Internet connection capable for all participants (can be supplied by DPMU Training if suitable Telstra reception available) Area suitable for lunch
IMT – Metro	15	24	1-2 days	<ul style="list-style-type: none"> 1 x Presentation training room (All participants seated at tables with computer) <ul style="list-style-type: none"> Presentation equipment available (<i>can be provided with advanced notice</i>) Breakout room (big enough for 8 people) Internet connection capable for all participants (can be supplied by DPMU Training if suitable Telstra reception available) Area suitable for lunch Area suitable for lunch
WebEOC	10	30	1 day	<ul style="list-style-type: none"> 1 x large training room <ul style="list-style-type: none"> Presentation equipment available (<i>can be provided with advanced notice</i>) Enough room for all participants with laptop Internet connection capable for all participants (can be supplied by DPMU Training if suitable Telstra reception available) Area suitable for lunch
CBR Suit	8	20	4 hrs	<ul style="list-style-type: none"> Enclosed training room with air conditioning CBR Suits (min 5 suits various sizes)
Radio Training	10	30	4 hrs	<ul style="list-style-type: none"> Venue with large open area suitable for training <i>Note - Radios can be provided by DPMU Training</i>
Discussion Exercise	10	30	2 days	<ul style="list-style-type: none"> Nominated person for local development of exercise aims and objectives. Suitable venue
Emergo Train System (ETS) Exercise	-	-	-	<ul style="list-style-type: none"> Scope and size of the exercise will determine the minimum and maximum number of participants and duration Please contact DPMU Training to discuss prior to application

Notes

- Course approval is subject to DPMU Training availability
- All associated costs are to be initially paid for by DPMU Training and reimbursed by the Requestor
- Full costs will be agreed to by DPMU Training and the Requestor, prior to the course proceeding. **Please contact DPMU Training for further information.**
- Minimum participant numbers must be confirmed prior to course being approved
- Standard application forms need to be completed by all participants

Please submit to DPMUTraining@health.wa.gov.au



Course costing framework

Description	MIMMS Team	MIMMS Advanced	Regional IMT	WebEOC
Registration	\$100 per course	\$50 per participant	nil	nil
Venue	1 day venue hire including; <ul style="list-style-type: none"> 1 x Presentation room (All participants seated at tables) Breakout room (1 room per 8 participants) Area suitable for lunch/breaks 	3 day venue hire including; <ul style="list-style-type: none"> 1 x Presentation room (All participants seated at tables) Breakout room (1 room per 8 participants) Area suitable for lunch/breaks Suitable venue for large Mass Casualty exercise (discussion with DPMU training required) 	2 day venue hire including; <ul style="list-style-type: none"> 1 x Presentation room (All participants seated at tables) Breakout room (big enough for 8 people) Internet connection capable of connecting all participants simultaneously (can be supplied by DPMU Training if suitable Telstra reception available) Area suitable for lunch/breaks 	5hr venue hire including; <ul style="list-style-type: none"> 1 x Presentation room (All participants seated at tables) Internet connection capable of connecting all participants simultaneously (can be supplied by DPMU Training if suitable Telstra reception available) Area suitable for coffee break
<i>Note: Venues will need approval from DPMU Training due to certain training requirements</i>				
Equipment	Presentation equipment can be provided by DPMU (projector screen required)	Presentation equipment can be provided by DPMU (projector screen required)	Presentation equipment can be provided by DPMU (projector screen required)	Presentation equipment can be provided by DPMU (projector screen required)
Manuals/Handouts	Loan copies (Manuals can be purchased to all candidates at \$80 per manual)	Manuals must be provided to all candidates at \$80 per manual	Handouts at DPMU cost	Handouts at DPMU cost
Course Catering	1 day breaks and lunch provided for course participants and faculty	3 day breaks and lunch provided for course participants and faculty	2 day breaks and lunch provided for course participants and faculty	Tea/Coffee/water facilities available
Faculty Travel, Accommodation & associated costs	Faculty travel & accommodation costs <i>note: travel to regional areas may require previous day arrival and/or day after return.</i>			

Course costing framework

Description	CBR suit/Radio training	Discussion exercise	Emergo Train System (ETS) Exercise
Registration	nil	nil	Nil
Venue	3hr venue hire including <ul style="list-style-type: none"> Air-conditioned room 	Design and length of time dependant on exercise scale and requirements. <ul style="list-style-type: none"> Area suitable for lunch/breaks <i>(dependant on exercise length)</i> 	Design and length of time dependant on exercise scale and requirements. <ul style="list-style-type: none"> Area suitable for lunch/breaks <i>(dependant on exercise length)</i>
<i>Note: Venues will need approval from DPMU Training due to certain training requirements</i>			
Equipment	Presentation equipment can be provided by DPMU <i>(projector screen required)</i>	Presentation equipment can be provided by DPMU <i>(projector screen required)</i>	Equipment requirements will be discussed with DPMU Training
Manuals/Handouts	Handouts at DPMU cost	Handouts at DPMU cost	Handouts at DPMU cost
Course Catering	Tea/Coffee/water facilities available	Tea/Coffee/water facilities available <i>Morning tea, Lunch or Afternoon tea if required</i>	Tea/Coffee/water facilities available <i>Morning tea, Lunch or Afternoon tea if required</i>
Faculty Travel, Accommodation & associated costs	Faculty travel & accommodation costs <i>note: travel to regional areas may require previous day arrival and/or day after return.</i>		