

Peer Skills Partnership Agreement

An initiative of Lifeline Community Care Queensland PEER SKILLS Program and [AGENCY]

MEMORANDUM OF UNDERSTANDING

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Peer Skills Partnership Agreement

An initiative of Lifeline Community Care Queensland PEER SKILLS Program and [AGENCY]

MEMORANDUM OF UNDERSTANDING

1. Parties to this Partnership are the following Agencies

1. Lifeline Community Care Queensland
2. [Agency]

2. Term

The term of this Agreement is for 2 years from date of signing.

3. Partnership Aims

This Partnership is aimed at enhancing young people's capacity for effective engagement with each other. The Partnership aims to enable young people at [Agency] to increase their confidence and abilities in negotiating peer relationships in a supportive and caring way, by way of education and experiential learning in areas of peer skills.

4. Partnership Objectives

1. To endorse the carriage of Lifeline Community Care Queensland's *Peer Skills*© Program by [Agency].
2. To provide the opportunity for young people at [Agency] aged 12 - 18 to participate in *Peer Skills*© Workshops with total numbers of participants being between 8 and 16.
3. To provide education and experiential learning opportunities to workshop participants in the areas of responsive listening, understanding values, problem solving, self-care and help-seeking strategies.
4. To promote and deliver the *Peer Skills*© Workshops over a 2 year-period to young people within the scope of [Agency] services for young people.
5. To evaluate the outcomes of the workshop delivery relative to young people's enhanced confidence and skills.

5. Partnership Management Brief

1. The Partnership will be managed and implemented by Lifeline Community Care Queensland and in a spirit of community partnership.
2. The Partnership will see *Peer Skills*© Workshops promoted and conducted by [Agency] over a 2-year period.
3. Lifeline Community Care Queensland will train nominated staff at [Agency] to conduct *Peer Skills*© Workshops, and will provide post-training implementation resources, support and guidance.
4. The Partnership will be evaluated in an on-going manner and will also incorporate a final evaluation relevant to direct student outcomes and Partnership outcomes.

6. Partnership Implementation Strategy

1. Lifeline Community Care Queensland endorse [Agency] carriage of *Peer Skills*© under the terms outlined in this agreement.
2. [Agency] will nominate relevant staff for formal training by Lifeline Community Care Queensland in the delivery of *Peer Skills*© Workshops.
3. Lifeline Community Care Queensland will provide pre-Facilitator Training resources and Peer Skills workshop print ready resources to [Agency] through web based membership or by [Agency] ordering resources through Lifeline Community Care Queensland.

4. Lifeline Community Care Queensland will provide Facilitator training, and workshop resource manuals to [Agency].
5. Lifeline Community Care Queensland will issue Certificates of Completion to those [Agency] staff who successfully complete the *Peer Skills*© Facilitator Training Program.
6. While Lifeline Community Care Queensland commits to discussing and consulting with [Agency] on any concerns about individual nominees or trainees, Lifeline Community Care Queensland reserves the final right to determine an individual's successful completion of Facilitator Training.
7. [Agency] will provide on-going supervision and performance management of staff nominated for training and delivery of *Peer Skills*© workshops.
8. [Agency] will promote *Peer Skills*© Workshops within the region/area. Lifeline Community Care Queensland will provide relevant promotional material, including intra-school promotional and informational material. [Agency] will use informational material supplied by Lifeline Community Care Queensland in the promotion of *Peer Skills*© Workshops.
9. [Agency] will deliver workshops to young people 12 –18 years via high schools and youth venues. [Agency] will ensure that workshops are delivered at all times by two trained and Lifeline Community Care Queensland-approved Facilitators.
10. [Agency] will consult with Lifeline Community Care Queensland before committing to any *Peer Skills*© workshops for young people outside the target group, or for any other persons or special needs groups. Lifeline Community Care Queensland reserves the final right to approve workshops conducted for special needs young people or persons outside the target group.
11. [Agency] will register all workshops via the Lifeline Community Care Queensland.
12. Workshops are to be conducted using the participants' booklets ordered through Lifeline Community Care Queensland or resources printed directly from Lifeline Community Care Peer Skills website.
13. Copyrighted resources required for *Peer Skills*© Workshops, including participants booklets and badges, will be purchased from Lifeline Community Care Queensland for each workshop conducted. Purchase may be done by [Agency] or by the host agency directly. Purchases must be finalized prior to workshop delivery. A certificate template is provided to recognized facilitators for the printing of certificates for young people who have completed the two day Peer Skills Workshop.
14. [Agency] and Lifeline Community Care Queensland will liaise regularly on workshop promotion to and within schools, workshop implementation, and workshop outcomes.
15. [Agency] will issue and collect participant evaluations for each workshop by the Agency as it occurs. [Agency] will forward evaluation forms to Lifeline Community Care Queensland who will undertake evaluation reporting and furnish reports to Host Agencies, Schools, Facilitators and [Agency] as appropriate.
16. [Agency] and Lifeline Community Care Queensland may undertake a whole Partnership evaluation at the close of the Partnership period.

7. Roles and Responsibilities

7.1 All Parties

1. To appoint a Partnership Liaison, and to ensure there is a Partnership Liaison appointed throughout the duration of the Partnership and its evaluation period.
2. To represent the Partnership publicly as a joint initiative.
3. To participate in reviewing workshop evaluation reports throughout the duration of the Partnership.
4. To participate in a final outcomes review, even where such review Activity continues after the close of the Partnership period.
5. To liaise and consult with the other party relevant to public communication about the Partnership.

7.2 Lifeline Community Care Queensland

1. Lifeline Community Care Queensland will authorize, resource and support [Agency] formal carriage of *Peer Skills*©.
2. Lifeline Community Care Queensland's Partnership Liaison will be the Manager, Peer Skills Qld.
3. Lifeline Community Care Queensland will provide required promotional and administrative material to [Agency]. This includes promotional kits (community and intra-school) and media-relevant material on the *Peer Skills*© Workshops and Facilitator Training Programs. It will also include workshop booking forms and pre and post workshop evaluation forms.

4. Lifeline Community Care Queensland will provide information, support and guidance to [Agency] in their carriage of *Peer Skills*®.
5. Lifeline Community Care Queensland will receive orders for student's Workshop Participant's Booklets as required from [Agency]. Lifeline Community Care Queensland will invoice [Agency] / Host Agency accordingly. Lifeline Community Care Queensland will also provide certificates for participants to be printed by members.
6. Lifeline Community Care Queensland will process all workshop bookings for relevant evaluation data and will provide [Agency], and Host Agencies with the booking data as required.
7. Lifeline Community Care Queensland will receive and collate all *Peer Skills*® Facilitator Training and *Peer Skills*® Workshop pre and post-evaluations forwarded to Lifeline Community Care Queensland by [Agency] and Host Agencies.
8. Lifeline Community Care Queensland will refer direct requests for Peer Skills workshops from local schools and youth services to [Agency].

7.3 [Agency]

1. The Partnership Liaison for [Agency] is [person's name].
2. [Agency] will invest relevant time and resources into the carriage of the Peer Skills Program for the duration of the Partnership.
3. [Agency] will invest staff, staff release time, and on-the ground resources, for the promotion and delivery of *Peer Skills*® workshops.
4. [Agency] will ensure that all staff, paid or voluntary, nominated for training and then delivery of workshops are probity checked and background-screened relevant to their suitability to work with children and young people. [Agency] will adhere to any lawfully required child protection screening.
5. [Agency] will provide timely and appropriate response to any complaints received relevant to the delivery of Peer Skills workshops and will advise Lifeline Community Care Queensland of any formal complaint that may impact on, or be significant to, the reputation of Lifeline Community Care Queensland or that may be relevant to the content or nature of the Peer Skills Program itself.
6. [Agency] will advise Lifeline Community Care Queensland of any implementation or delivery issues that may affect the Agency's ability to adhere to its commitments within the partnership.

8. Public Relations

1. [Agency] will utilize the documented and/or electronic public relations materials provided by Lifeline Community Care Queensland for the purpose unless specific consent is otherwise obtained from Lifeline Community Care Queensland.
2. [Agency] may add material relevant to their own agency to relevant public relations material but may not alter the content or meaning of any provided *Peer Skills* public relations document without the specific consent of Lifeline Community Care Queensland.
3. [Agency] will seek specific consent from Lifeline Community Care Queensland where or when public relations information relevant to the *Peer Skills* Program falls outside the boundaries of this agreement.
4. [Agency] will not conduct any national public relations activity, nor respond to national or other media without the express prior knowledge of Lifeline Community Care Queensland. Lifeline Community Care Queensland reserves the right to attend and/or direct any national media coverage relevant to its *Peer Skills* Program and to participate directly and jointly in any national media activity relevant to the *Peer Skills* Program.
5. An exception to clause 8.4 is made when or where [Agency] is commenting on the *Peer Skills Partnership* within its own accountability documents and Annual General Reports, or where [Agency] is reporting to, presenting to or informing its body of governance or auspice.

9. Partnership Title

1. Title of the *Peer Skills Partnership* belongs equally to Lifeline Community Care Queensland and [Agency].
2. Dual logos and branding may be utilized by either party with approval of both parties.
3. The *Peer Skills* Program, as represented by the *Peer Skills*® Workshops, *Peer Skills*® Facilitator Training Program, and all associated resources, including public relations kits and material, remains the property of, and copyrighted to Lifeline Community Care Queensland. Lifeline Community Care Queensland does not authorize use of joint logos on any Lifeline Community Care Queensland copy-righted materials.

4. The appropriate Lifeline Community Care Queensland *Peer Skills*© Logo is to remain associated with the *Peer Skills* Program and to be used whenever the *Peer Skills*© Program is publicly represented.

10. Copyright

1. All *Peer Skills*© Facilitator Training, *Peer Skills*© Workshop and *Peer Skills*© informational material remain the property of Lifeline Community Care Queensland. Lifeline Community Care Queensland retains the right to permit individuals or agencies to make copies of the *Peer Skills* material.
2. [Agency] will not reproduce any material provided by Lifeline Community Care Queensland for any other purpose than the promotion and conduct of this *Peer Skills Partnership*, without consent from Lifeline Community Care Queensland.
3. The Partner Agency will not alter, by way of amendment, addition or deletion, any of the contents of the *Peer Skills*© material provided by Lifeline Community Care Queensland without the express consent of Lifeline Community Care Queensland.

11. Child Protection

1. When applicable by relevant state legislation, [Agency] agrees to monitor, to the best of their knowledge and ability, the legal status of *Peer Skills Project*-appointed employees with respect to their status as a prohibited or registered person. Should the employee become prohibited by law from working with children or young people, will ensure [Agency] that person is withdrawn from conducting *Peer Skills* workshops.
2. [Agency] agrees to withdraw their *Peer Skills Project*-appointed employees from delivering any *Peer Skills*© workshops during any period of investigation into an allegation against the employee of abuse or misconduct towards or in the presence of a child or young person.
3. [Agency] agrees to withdraw their *Peer Skills Project*-appointed employee/s from delivering *Peer Skills*© workshops should an allegation of wilful abuse or misconduct towards or in the presence of a child or young person be appropriately substantiated.

12. Indemnity

1. [Agency] indemnifies Lifeline Community Care Queensland, our officers, employees and agents ('those indemnified') from and against all actions, claims, demands, costs and expenses (including the costs of defending or settling any action, claim or demand) made, sustained, brought or prosecuted against those indemnified in any manner based on any loss, damage, expense or liability to any person or property which may arise in connection with any act or omission of the Partner Agency in connection with this Agreement.
2. [Agency] liability to indemnify Lifeline Community Care Queensland under this clause 11 will be reduced proportionally to the extent that any fault on Lifeline Community Care Queensland's part contributed to the relevant loss, damage, expense, or liability.
3. Lifeline Community Care Queensland's right to be indemnified under this clause 11 is in addition to, and Lifeline Community Care Queensland is not entitled to be compensated in excess of the amount of the relevant loss, damage, liability, or expense.
4. In this clause 11, "fault" includes any negligent or unlawful act or omission or willful misconduct.
5. The operation of this clause 11 survives the expiration or earlier termination of the Term of the Agreement.

13. Termination of Agreement

1. Either party can terminate this agreement. Termination will be in writing and will be effective as of the nominated date.
2. Lifeline Community Care Queensland retains the right of termination for reasons of misrepresentation, misconduct, neglect of duty, or failure to discharge responsibilities, as set out in this Memorandum of Understanding.
3. Termination of this agreement by either party means is no longer a partner to the *Peer Skills Program*
4. Should this Agreement be terminated by either party, [Agency] will provide Lifeline Community Care Queensland with any and all information relevant to the their local delivery of *Peer Skills*© that is necessary to the project's continuation by Lifeline Community Care Queensland, including on-going evaluation.

14. Waiver

1. Failure by either Lifeline Community Care Queensland or the [Agency] in the discharge of this agreement does not affect the validity of the agreement.

15. Other Terms

1. Where questions arise, relating to aspects of the relationship between [Agency] and Lifeline Community Care Queensland, that are not addressed by the provision of this agreement, Lifeline Community Care Queensland and [Agency] may enter into reasonable negotiations and can incorporate any new agreements as an attachment to this agreement.
2. [Agency] will consult with Lifeline Community Care Queensland before applying for or accepting any public or private funding or sponsorship relevant to the delivery *Peer Skills*© workshops or the training of staff as Peer Skills Facilitators.

16. Attachments

All attachments to this letter of agreement form part of this agreement.

The following document/s have been attached: NONE

Signed on behalf of [Agency]

Name:

Position:

Facilitator/s included in this agreement:

Date:

Signed on behalf of Lifeline Community Care Queensland

Name: Francesca Lejeune,

Position: Peer Skills Manager Qld

Date: