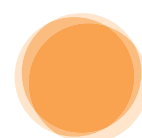




# MAKING A TRAINING VIDEO FOR YOUR SUPPORT WORKERS

A **WORKBOOK** FOR PEOPLE WITH  
DISABILITY, THEIR FAMILIES & FRIENDS

JUNE 2019



SUMMER  
FOUNDATION

# ABOUT THIS WORKBOOK

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This workbook is for you, your family and friends and shows you the steps to make your training video. It includes a form called Your Video Plan. We think it works best if you also watch the how-to video to really understand how to make a video.

Watch the video here: [summerfoundation.org.au/how-to-video](http://summerfoundation.org.au/how-to-video)

## PERSON WITH DISABILITY



INCLUDING



### YOU WILL NEED:



How-to video



Making a Training Video  
(Workbook)

*The Workbook you are reading*



Your Video Plan

## DISABILITY SECTOR PROFESSIONAL



### THEY WILL NEED:



How-to video



Helping People Make a Training Video  
(Guide)

## What resources are there to help make the video?

There are 5 more resources to help you make your training video. Some of these are for you and some are for other people or organisations.

These resources are:

### 1. Your Video Plan

Your Video Plan is a form designed to be used with this workbook. It brings all your ideas and planning together. We think you can't make a video without it!

**[summerfoundation.org.au/your-video-plan](http://summerfoundation.org.au/your-video-plan)**

### 2. How-to video

The how-to video is to be used with the workbook and the guide for professionals. It is easy to watch and shows you the steps to make your video. It's for everyone – you, your family and friends, support coordinators, therapists, case managers or anyone helping you make your video.

**[summerfoundation.org.au/how-to-video](http://summerfoundation.org.au/how-to-video)**

### 3. Helping People Make a Training Video - Guide

This guide is for people who are going to support someone to make their own training video. These people are support coordinators, therapists, case managers or anyone helping you to make your video.

**[summerfoundation.org.au/training-video-guide](http://summerfoundation.org.au/training-video-guide)**

### 4. Supporting the Person's Thinking and Communication

This document gives great ideas for how people can support you to think about your video and to communicate as best you can.

**[summerfoundation.org.au/supporting-the-persons-thinking-and-communication](http://summerfoundation.org.au/supporting-the-persons-thinking-and-communication)**

### 5. Business Report

The Business Report is for organisations or professionals who want to work out how much it will cost to make these videos.

**[summerfoundation.org.au/training-video-business-report](http://summerfoundation.org.au/training-video-business-report)**

This workbook will help you make a video to train your support workers.

Your video will show your support workers:

- What is important to you
- How you want to be supported

**There are 6 steps to make your video  
and this is how long it will take:**



# BEFORE YOU START

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## **IMPORTANT: Before you make your video:**

 **Read this workbook all the way to the end**

 **Watch all the episodes of the 'how-to' video here:**  
**[www.summerfoundation.org.au/how-to-video](http://www.summerfoundation.org.au/how-to-video)**

## **You can make your video in 6 hours. You can do this:**

- All in one go
- Over many days
- In more time if you want

## **A good video:**

- Is not too long
- Says everything you want to say

We think a good video is about 10 minutes long. If you want to say more, then you can make another video.

## **You can make your video with:**

- Family
- A friend
- A therapist
- Someone from your support agency
- A support coordinator
- A case manager

## **Choose someone that:**

- You really trust
- Knows you very well

Answer these questions to decide who should help you.

 **Tick the Yes or No.**

**Does the person:**

Know you very well?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Respect you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Understand what is important to you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Know how you think?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Understand your communication?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Support you to make your own decisions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Remind you about things when you need it?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Read and speak English very well?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Feels confident to use a smartphone or tablet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**The person should be someone you can answer YES for all these questions!**

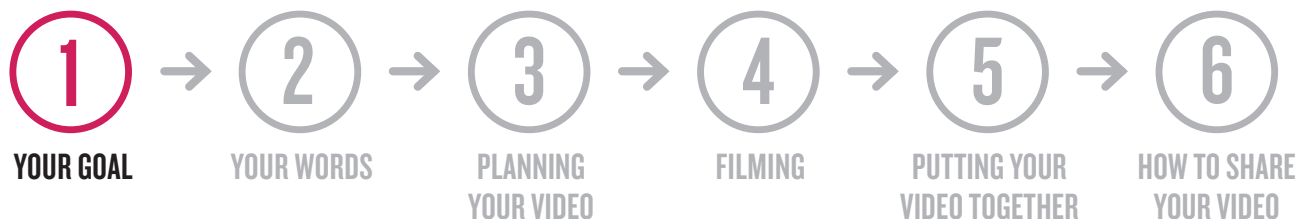
You can also choose to make your video on you own.

**The last things you will need to make your video are:**

- A quiet room
- Pen and paper
- To know how to use a smartphone or tablet
- Lots of energy

# STEP 1: YOUR GOAL

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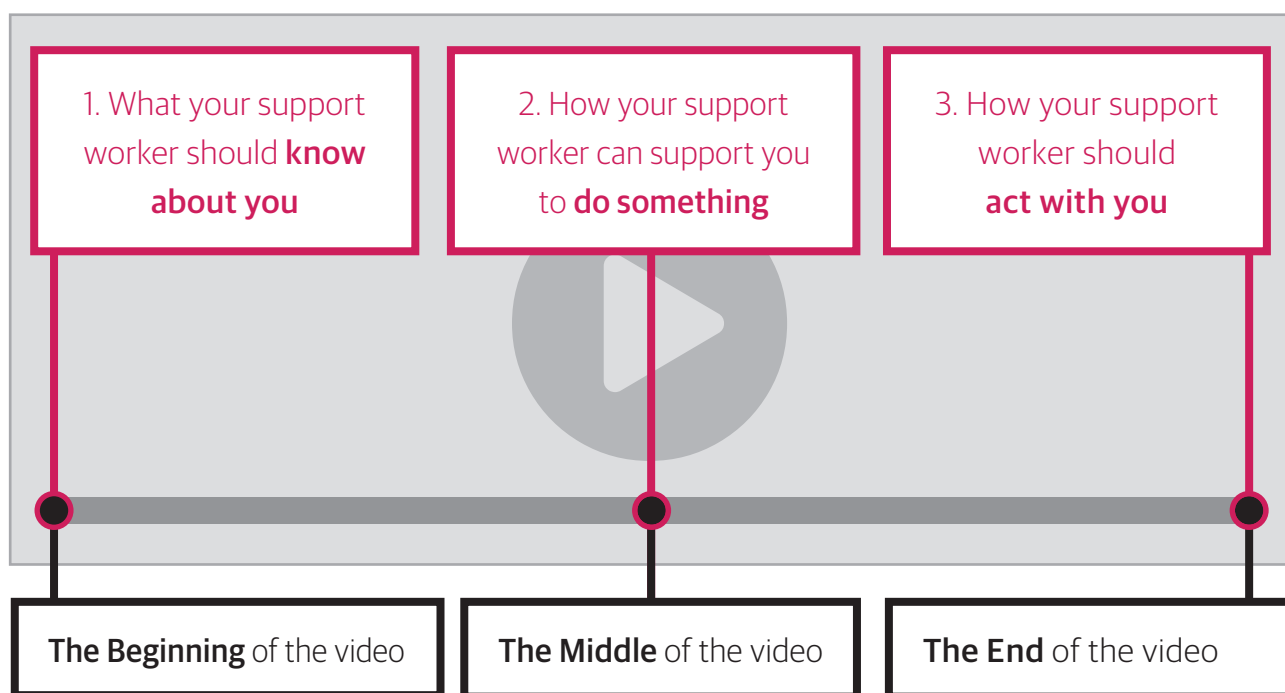
Choosing goals means answering these questions:

- What is important to you?
- What do you want to do in your life?
- What would make today a really great day?

It can be hard to say what is important to you.

Lots of people do not know how to answer these big questions!

Your video can be about these important things:



Think about these 3 ideas more to help you choose what is important to you for your video.

# 1

## 1. What your support worker should know about you

Who is important to you?

What do you like to do?

What do you want them to know about your thinking skills - for example, your attention, memory or problem solving skills?

How do you communicate?

How do you move around?

How do you spend your day?

Anything else you want to say?




There is a form at the back of this workbook. It is a plan for how to make your video. This will help you with all the next steps to make your video.

We will call the form **Your Video Plan**.

You can open **Your Video Plan**:

- On your computer and type on it
- Print it and write on it
- Print it and ask someone else to write on it

**In Your Video Plan, go to The Beginning, Step 1: Your Goal.**

 **Write** 3 things your support worker should **know about you**.  
To help you, look at what you wrote on **page 5**.

**If what you wrote before was your most important idea for your video, then you can write more than 3.**

THE BEGINNING		
STEP 1		

## 2. How your support worker can support you to do something

What is one thing you want to do that you need support with? **Write** it in the box.

What things should the support worker do so you can do this one thing? **Write** it in the box.

What things should the support worker NOT do? **Write** it in the box.

One thing I want to do



The support worker should do these things




The support worker should NOT do these things




# 1

In Your Video Plan, go to The Middle, Step 1: Your Goal.

 **Write** the thing that you want your support worker to support you to do.

Then think about the steps you want the support worker to do.

 **Write** these steps in the box.

THE MIDDLE		
STEP 1		

## 3. How your support worker should act with you

 **Write** your answers here to finish these sentences.

I **do not like** it when my support worker:

Does

---

Acts

---

Says

---

I **like** it when my support worker:

Does

---

Acts


---

Says

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In Your Video Plan, go to The End, Step 1: Your Goal.

 **Write** the 3 things you **like** your support worker **to do or say** or act like.

 **Write** the 3 things you **do not** like your support worker **to do** or say or act like.

THE END		
STEP 1		

If how your support worker should act with you was your most important idea for your video, then you can write more than 3.

You have thought about what is important to you in your life. You have thought about what you want a support worker to do for you.

## Now choose your goal!

 **Circle** the idea that is most important for your video.

1. What your support worker should **know** about you

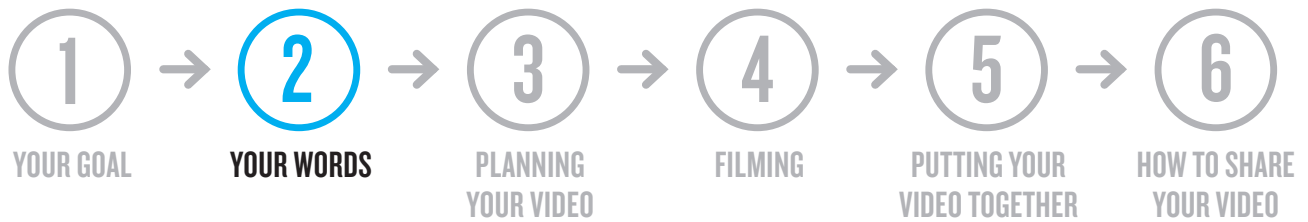
2. How your support worker can support you to **do something**

3. How your support worker should **act with you**

**This idea will take up the biggest time on your video. It is the most important to you.**

Now you are ready to use **Your Video Plan** for the next step.

## STEP 2: YOUR WORDS

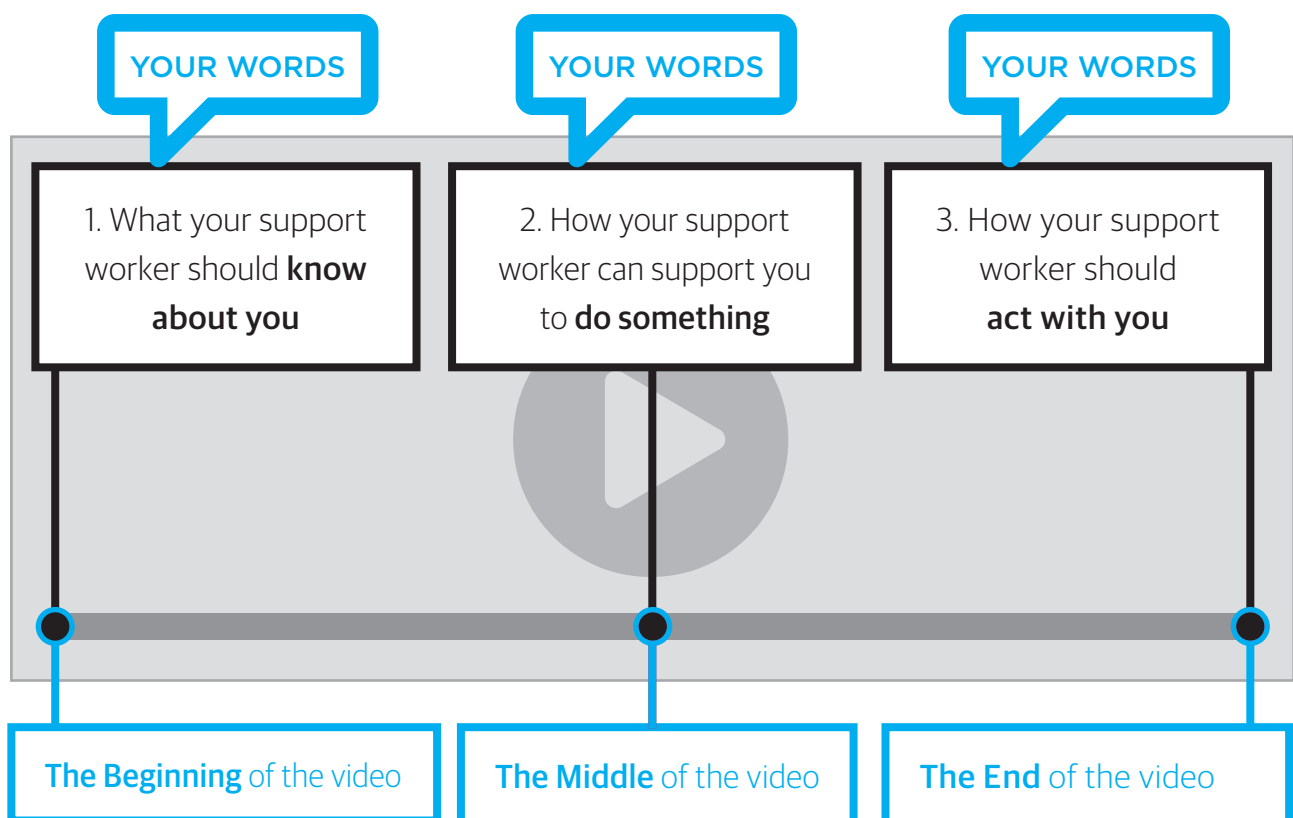


In your video, you need to say to your support worker what is important to you. We call this part Your Words.

You can decide if the words on your video are:

- Your own words
- The words of someone you trust and who knows you well

The words for your video are in 3 parts and they match what is the most important idea for your video.



## 1. The Beginning: what your support worker should know about you

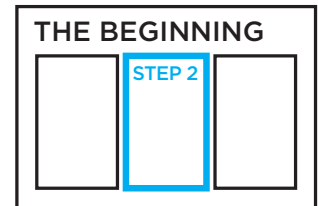
Now think about what you want to say. What are the best words to explain each thing you want your support worker to know about you?

It is not easy to say this in a few words!

You can get help from someone if you need to.

**In Your Video Plan, go to The Beginning, Step 2: Your Words.**

 **Write** the words to explain each thing.



## 2. The Middle: how your support worker can support you to do something

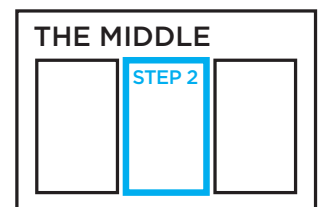
What are the best words to explain each step you want your support worker to do?

It is not easy to say this in a few words!

You can get help from someone if you need to.

**In Your Video Plan, go to The Middle, Step 2: Your Words.**

 **Write** the words to explain each step.



## 3. The End: how the support worker should act with you

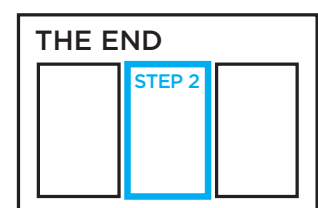
What are the best words to explain each thing you like and do not like?

It is not easy to say this in a few words!

You can get help from someone if you need to.

**In Your Video Plan, go to The End, Step 2: Your Words.**

 **Write** the words to explain each thing.



## 2

In Your Video Plan, go to Step 2: Your Words.

**Read aloud** all Your Words for:

- The Beginning
- The Middle
- The End

THE BEGINNING		
	STEP 2	

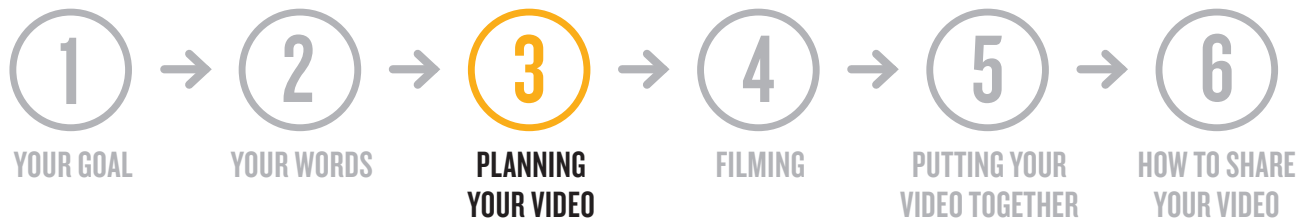
THE MIDDLE		
	STEP 2	

THE END		
	STEP 2	

You can add words or change words so that it all sounds good to you.

Now you are ready to use **Your Video Plan** for the next step.

# STEP 3: PLANNING YOUR VIDEO



You can decide what support workers see on your video while they are listening to the words.

They can see:

You can make a plan for what people will see in each part of your video. What people **see** on your video should be about the words.

**A filmed action or thing**



**A photo**



**You (or someone else) speaking to the camera**



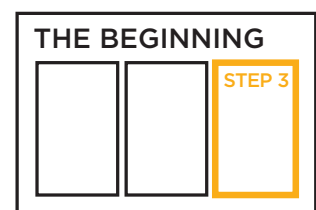
**Your video can have all 3 things**

## 1. The Beginning: what you want your support worker to know about you

Think about each thing you want your support worker to know about you.


Decide what you want them to see in your video:

- Something filmed. For example a person or a place or a thing
- One or more photos
- Film of you talking to the camera
- Film of someone else talking to the camera



**In Your Video Plan, go to The Beginning, Step 3: Planning your video.**

 **Tick** the right box.

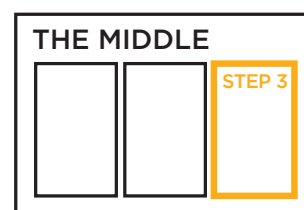
 **Write** the things you want to film or take photos of in **Your Video Plan**.

## 2. The Middle: how your support worker can support you to do something

Think about each step you want your support worker to do.

Decide what you want them to see in your video:

- Something filmed. For example a person or a place or a thing
- One or more photos
- Film of you talking to the camera
- Film of someone else talking to the camera



**In Your Video Plan, go to The Middle, Step 3: Planning your video.**

 **Tick** the right box.

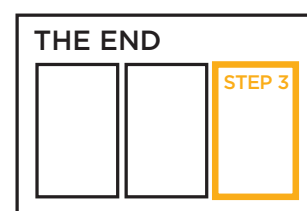
 **Write** the things you want to film or take photos of in **Your Video Plan**.

## 3. The End: how the support worker should act with you

Think about each thing you like and do not like about how your support worker acts with you.


Decide what you want them to see in your video:

- Something filmed. For example a person or a place or a thing
- One or more photos
- Film of you talking to the camera
- Film of someone else talking to the camera



**In Your Video Plan, go to The End, Step 3: Planning your video.**

 **Tick** the right box.

 **Write** the things you want to film or take photos of in **Your Video Plan**.

Now you are ready to use **Your Video Plan** for the next step.



# STEP 4: FILMING

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Now you can use **Your Video Plan** to film and take photos for your video.

You will need:

- **Your Video Plan**
- Your smartphone or tablet
- A quiet place
- Someone to help with the filming

The steps are:

1. Film **Your Words** in **Your Video Plan** being spoken
2. Film the actions or things
3. Take the photos

**IMPORTANT:** Before you take a photo or film someone you need to:

- Ask them if it is ok to film them or take a photo of them
- Ask them if it is ok to use that film or photo in your video

## 1. Film Your Words

### Go to Your Video Plan, Step 2: Your Words. Start from The Beginning

You can film:

- Yourself saying your words
- OR
- Someone else saying your words

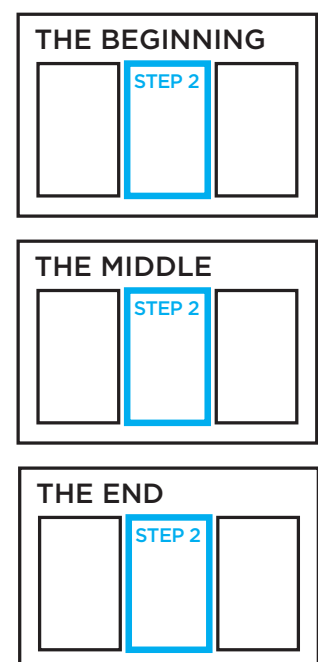
The person being filmed (you or someone else) will need help from another person. We will call them **The Helper**.

This is how to do it:

1. The Helper is not being filmed and is not in front of the camera.
2. The Helper starts at **The Beginning** in **Your Video Plan**.
3. The Helper reads **Your Words** out loud to you.
4. The Helper reads 1 sentence at a time and waits.
5. The person being filmed waits a few seconds.
6. The person being filmed repeats the same words while looking at the smartphone or tablet.
7. The Helper keeps going and reads all **Your Words** from **The Beginning**, **The Middle** and **The End**, 1 sentence at a time.
8. The person being filmed waits and repeats each sentence after The Helper for all the parts.

If you do not like how something sounds, just do it again.

**When you finish all the filming save the video file to your smartphone or tablet.**



## 2. Film the actions or things

**Go to Your Video Plan, Step 3: Planning Your Video.**

You can film the actions in any order, using your smartphone or tablet. It is a good idea to start with filming the hardest things or the things that will take the most time. Leave the easiest things until last.

When you film an action:

- Save the video file to your smartphone or tablet
- Tick it off the list on **Your Video Plan**

You might need another person to help with the filming. You will need someone else to film you if you and your support worker are doing something together.



## 3. Take the photos

**Go to Your Video Plan, Step 3: Planning Your Video.**

You can take the photos in any order, using your smartphone or tablet.

When you take a photo:

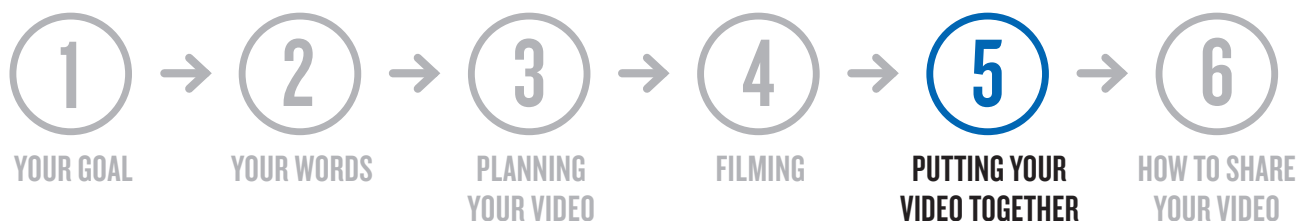
- Look and see if you are happy with it
- If you do not like the photo, take another one
- Tick it off the list on **Your Video Plan**

You might need another person to help with the photos. You will need someone else to take the photo if you and your support worker are doing something together.

Now you are ready for the next step.

# STEP 5: PUTTING YOUR VIDEO TOGETHER

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This is the final step in making your video. This is when you will:

- Think about everything you have filmed and photographed
- Choose the clips and photos that go best with your spoken words
- Put them together to make one video

We used an iPad and an app called iMovie to make our video. iMovie looks a bit different on an Apple Mac computer or iPhone. The main steps will be the same.

If you would like to use an Apple Mac computer please see our separate guide:

**[summerfoundation.org.au/making-a-video-for-apple-mac-computers](http://summerfoundation.org.au/making-a-video-for-apple-mac-computers)**

This workbook is written about iMovie for an iPad.

You may not have an Apple device. You might have a different phone, tablet, or computer. If you know how to make a video on those different devices, great!

If you don't know how to make a video on your different devices, you will need to:

- Borrow an iPad from someone you know
- Ask someone for help
- Look for instructions and videos on the Internet to help you

Watch all the 'How-to' video tutorials before you start. Then you can start and pause the tutorial as you put your video together.

There might be some new words to you, like, 'viewer', 'clips', 'splitting' and 'timeline'.

You will need:


- Apple iPad or iPhone
- A comfortable place to sit
- A quiet place
- the 'How-to' video

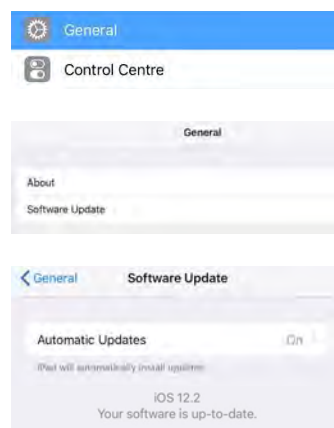
## Getting ready: updating your device

You need to make sure your iPhone or iPad are working the best they can. This means it will need to be updated. Updating your device means it will have the most recent software available.

The next part is to update your iPad. If you have an iPhone, it will look different, but you can still use it.

To check for updates to your iPad:

1. Select **Settings** 
2. Select '**General**' on the left-hand side
3. Select '**Software Update**'
4. If an update is waiting, install it now
5. If it says "**Your software is up-to-date**" then you are ready to go!




If you need more help updating your iPad, these instructions might help:

<https://support.apple.com/en-au/HT204204>

## Getting ready: putting iMovie on your device

You will need to download iMovie to your iPad before you can make your video.

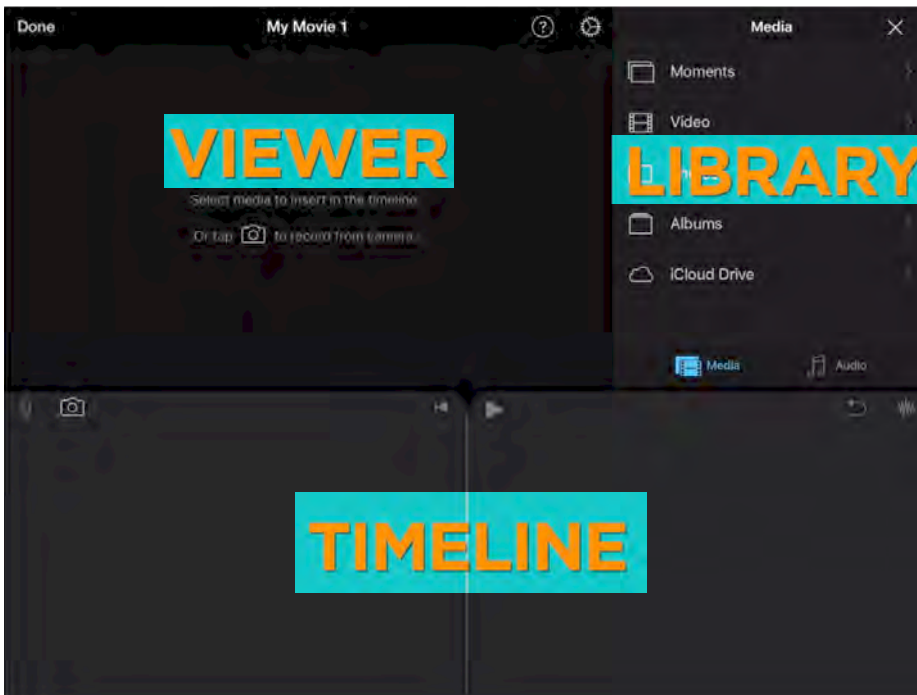
1. Select **App Store** 
2. Select '**Search**' at the bottom right of your screen
3. Type "**iMovie**" into the search bar
4. Select '**Search**'
5. Select '**Get**' or the **Cloud Icon** on iMovie. You might need to sign in with your Apple ID.
6. iMovie will now download



If you see **Open** instead, you already have iMovie.

## Let's get started: iPad

1. Press **iMovie** to start. Now you're in iMovie
2. Press '**Projects**' at the top of the screen
3. Press '**Plus**' to create a new project
4. Press '**Movie**'
5. Press '**Create movie**' at the bottom of the screen




## Getting to know the screen layout

The screen has three parts:

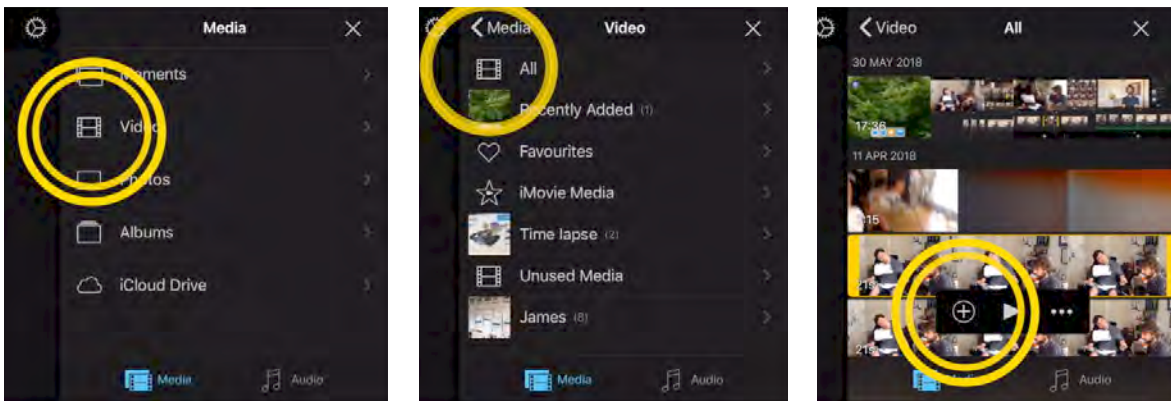
- In the top left is the **viewer**. This is where you can see the video you are making.
- In the top right is the **library**. This is where you get your video clips and photos.
- At the bottom is the **timeline**. This is where you put the pieces of your video together, in the right order.


Tips:

- Tips give you more information about how iMovie works.
- Press the '**Help**' button for tips to show in yellow. 
- Tap the '**Help**' button again to turn off tips.
- The '**Learn more**' button at the bottom left will open the full Help menu.

## How to start putting your video together

- Go to the library on the top right. Press '**Video**'. Press '**All**' to see all your video clips.
- Start with the clip that has the words for your video.
- Choose a video clip and press it. The clip will be highlighted yellow.
- Tap on the '**Plus**' sign under the clip. The video will drop into the timeline.



- There is an '**Undo**' button at the top right of the timeline.  Use this if you make a mistake.

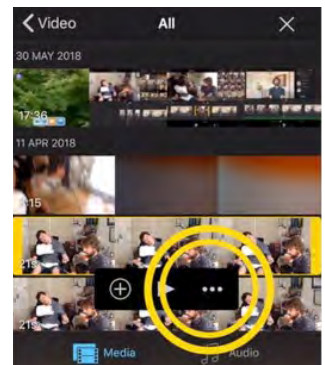
If you want to add a video clip to watch while you are listening to words being said (audio) you can do this.

The video clip is called the Cutaway Video.

- Press the 3 dots next to the play button.
- Choose **Cutaway video**.

Only the pictures from your video will drop into the timeline.

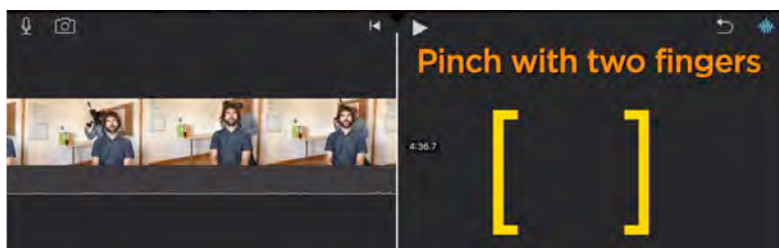
Keep going. Add all the video clips you want in your video. If you miss one, you can add it later.



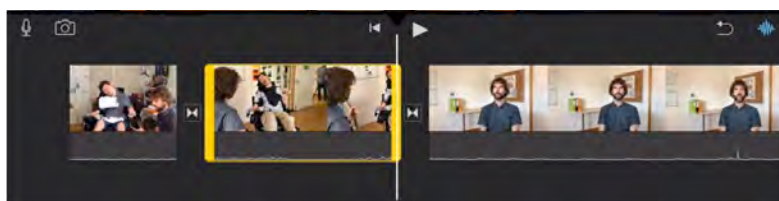
## Checking how your video looks so far

You can play your video anytime. Just press the **'Play'** button. 

- Put two fingers on the timeline and **'pinch'** them together. The timeline will shrink and you will see everything on your timeline better. You can go back and forward by dragging one finger left or right along the timeline.



Your video isn't saved yet. To save it, press **'Done'** at the top left of the screen. You can still make changes to the video after you have saved it.



You can change how your video looks at any time. To do this you need to:

- Press on a clip in the timeline. It will turn yellow. It must be yellow for you to be able to make changes.

## How to change where a clip starts and ends

You can change where a clip starts.

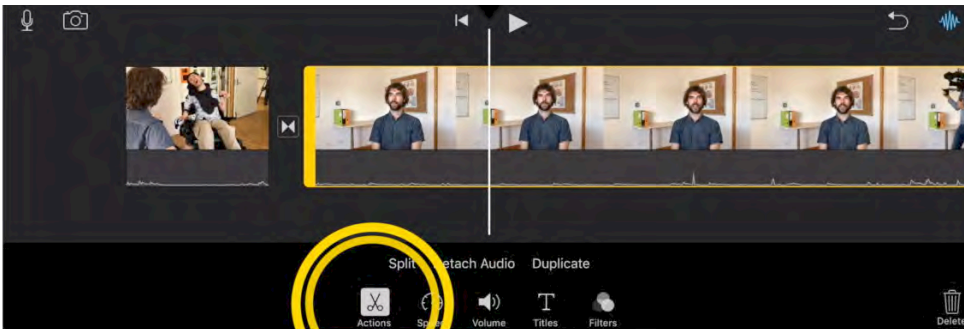
- Press on the start of the clip. Drag your finger forward or backward.
- You can change where the clip will end too. Do the same thing at the end of the clip.

## How to change the order of the clips

- Press and hold a clip. Move it around by dragging your finger. Move it to where you want the clip to go.

You can press and drag a clip out of the timeline. Drag it over to the far right of the screen, into the library section. You can put it back into the timeline if you change your mind.





## How to delete part of a video

Slide the timeline back or forward. Put the white line at the start of the section you want to delete. Press the **'Action'** icon (the scissors icon under the timeline) to cut the first side of the clip.

Slide your finger to move the white line to the end of the section you want to delete. Press the scissors again to cut the end piece.

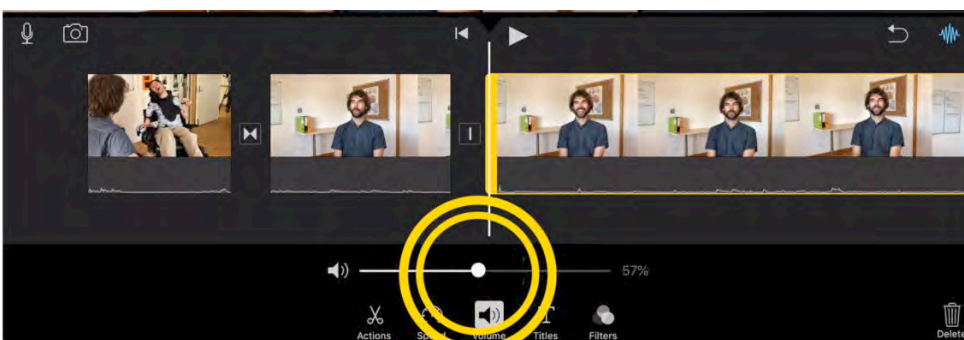
Now drag that section of the clip out of the timeline to remove it.

## How to change volume levels

The volume of any clip can be changed. This step makes sure the volume of all clips making up the video are similar to each other.

To change the volume, press a clip, then press the 'Volume' button below the timeline. Drag the slider left or right. Play it back to hear what it sounds like.

**Try to make sure the whole video has the same volume.**



## Adding photos

Adding photos is like adding the video clips.

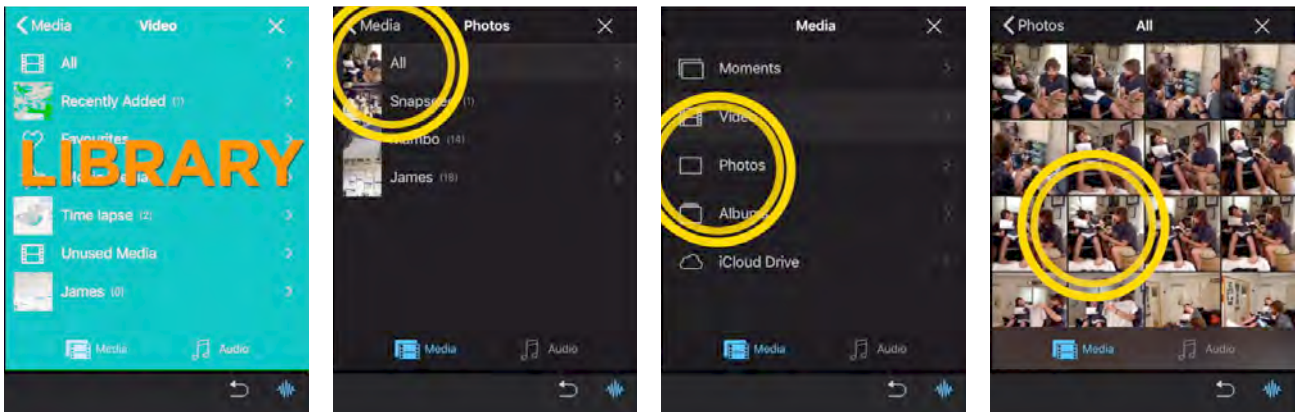
Go to the top right section of the screen. This is the library. Press **'Photos'**.

Press **'All'** to see all your photos.

Press on the photo you want to use.

You can change how long a photo will play on the video. Press on the photo in the timeline so that it is yellow. Drag the end of the photo in or out with your finger. Look on the right of the photo. This says how many seconds it will play for.

Press on a photo and drag it to a different place in the timeline if you need to.



## Adding Captions

Captions are words that appear on the screen with the video.

You can type captions over a video or photo.

Select the clip that you want captions on.  
Select **'Titles'**. Select the first option from the choices that appear.

Select **"Title Text Here"** and press the **'x'** at the top left to delete this text.

Type the words you want. Select **'Done'**.

The text will be over the entire clip.

Press the **'Play'** button to see how it looks.

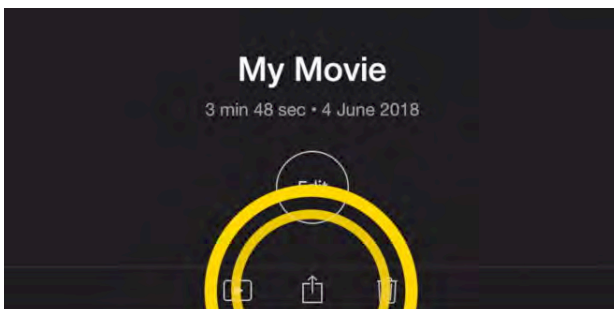


## How to save to your video

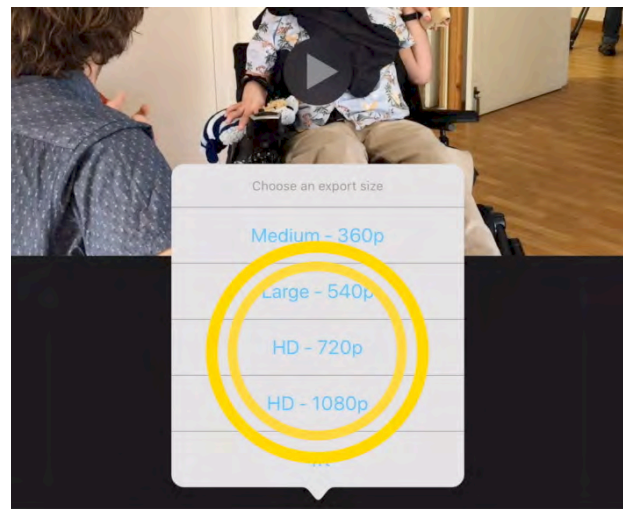
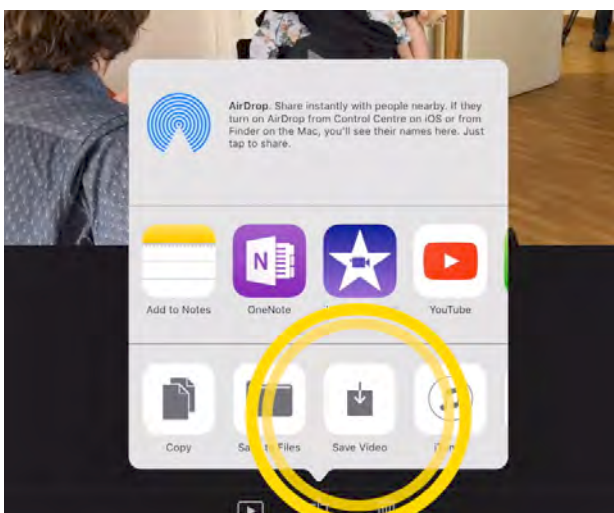
### 1. Press 'Done'



### 2. Press 'Share'



### 3. Press 'Save Video'



Then choose where you want to save it.

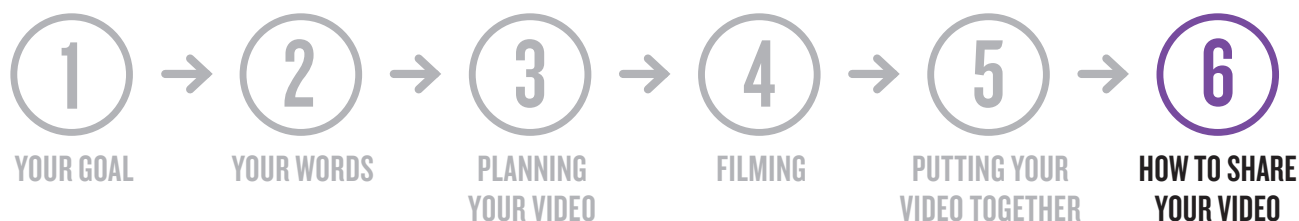
Choose a size for the video to be saved in.

We think HD – 720p is a good size to choose.

Your video will be in the '**camera roll**' of your device.

# STEP 6: HOW TO SHARE YOUR VIDEO

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In this step you can choose who to share your video with.

Think about if you want your video to be public, so that everyone can see it. If you would prefer that it is private, only people who are given the link to your video will be able to see it.

You can follow along with the 'How-to' video if you need more help.

Putting your video online could make it easier to share it with the people you think need to see it. However, putting anything online is always a risk. If you would prefer not to put your video online, stop here and don't follow this step. Instead you could:

- Keep the video on your iPad or device and play it for people
- Transfer it to a USB and give the USB to people
- Use AirDrop to send it to people nearby – for more information about this, have a look at this page: <https://support.apple.com/en-au/HT204144>

If you do want to post your video online, think about your Internet connection. A long video might take some time to upload if your Internet is slow. You could also go over your mobile data limit if you connect to the Internet this way.

We will be using YouTube to upload the video to the Internet. You will get a link to your video which you can share with whoever you choose. For example, you could send the link over:

- Email
- Text Message
- Facebook or Facebook Messenger
- Twitter


These steps are for your iPad and will be similar on phones and other tablets.

If you would like to use an Apple Mac computer please see our separate guide:

**[summerfoundation.org.au/making-a-video-for-apple-mac-computers](https://summerfoundation.org.au/making-a-video-for-apple-mac-computers)**

## Let's get started

You will need to download the **YouTube app** to your iPad before you can upload your video. If you know that you already have it, you can skip this step and go to Register an Account.

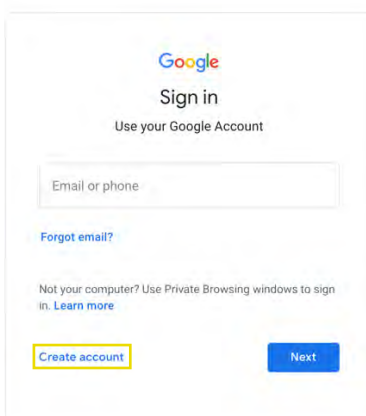
1. Select **App Store** 
2. Select **'Search'** at the bottom right of your screen
3. Type **"YouTube"** into the search bar
4. Select **'Search'**
5. Select **'Get'** or the **Cloud Icon** on YouTube. You might need to sign in with your Apple ID
6. YouTube will now download

If you see **Open** instead, you already have the YouTube app.

## Register an account

You will need a Google account to use YouTube. If you know that you already have one, for example if you use Gmail, you can skip this step and go to *Sign in to YouTube*.

1. Open the Internet and go to **accounts.google.com**
2. Select **'Create Account'**. If you see "Welcome, ...", you already have an account and can skip to *Sign in to YouTube*



3. Select **'For Myself'**
4. Select **'Use my current email address instead'**
5. Enter a first name, last name, your email address, and choose a password

## 6. Select 'Next'

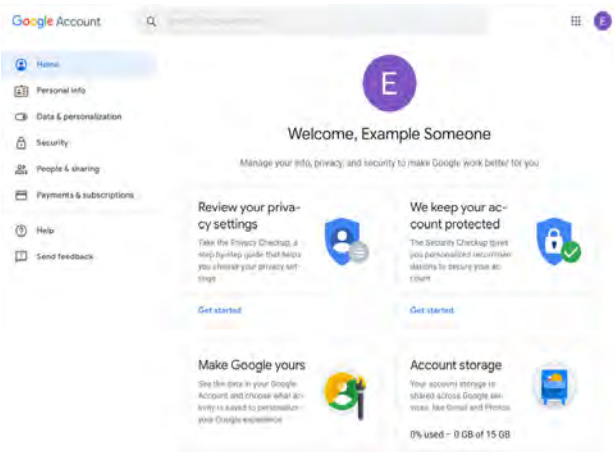
7. You will be emailed a number which you need to enter. Check your emails and enter the number that you receive from Google

## 8. Fill out the extra details




9. Accept the Terms & Conditions

10. You have now created an account. You should see a page with your name



## Sign in to YouTube

1. Select **'YouTube'** 
2. If this is your first time opening YouTube, you will be asked to sign in. Select **'Sign in with Google'**, otherwise, press the person icon in the top right



3. Select **'Continue'** or **'Sign In'**
4. You can choose to allow or disallow notifications from YouTube
5. Select your name or enter your email address and enter your Google/YouTube password
6. You are now signed into YouTube



## Uploading your video

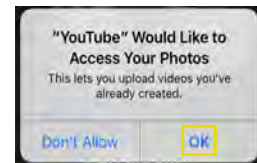
Now that you have an account, you can upload your video to YouTube.

**Please Note:** If your video is longer than 15 minutes, you will need to verify your account first. Follow the instructions on this page: <https://support.google.com/youtube/answer/71673>

1. Press the Camera icon at the top right of the screen



2. Press '**Allow Access**'
3. Press '**OK**' if you are asked to give access to photos. You don't need to give permission to the camera if you are asked



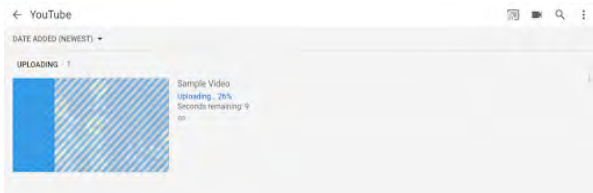
4. Select **your video** in the list that appears
5. Select '**Next**'
6. Select '**Create Channel**' if you are asked
7. Select '**Title**' to enter a title for your video
8. Select '**Privacy**' to change privacy settings
  - a. **Public** means that everybody can find your video
  - b. **Unlisted** means that only people you give the link to can view your video
  - c. You can find out more about privacy settings here:  
<https://support.google.com/youtube/answer/157177>





9. Select **'Upload'** 

10. Your video might take some time to upload

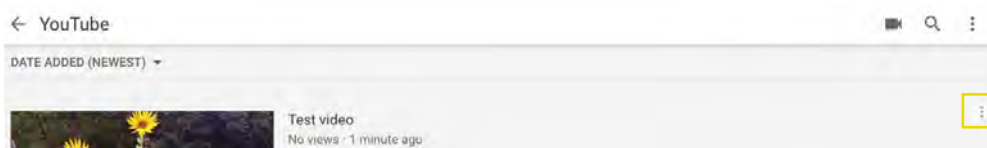


If you want to turn commenting on your video off, follow the instructions on this page:  
<https://support.google.com/youtube/answer/7072797>

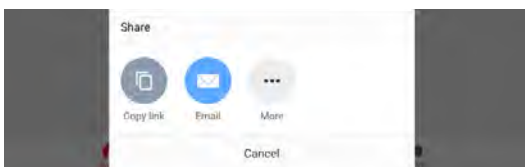
## Getting a link

Now that your video is uploaded, you can get a link to share with others.

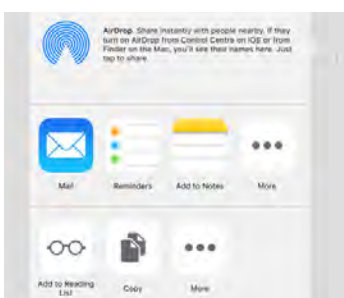
1. Press the **three dots** next to your video



2. Select **'Share'**
3. Select **'More'** on the menu that appears



4. You can now select a way to share your link



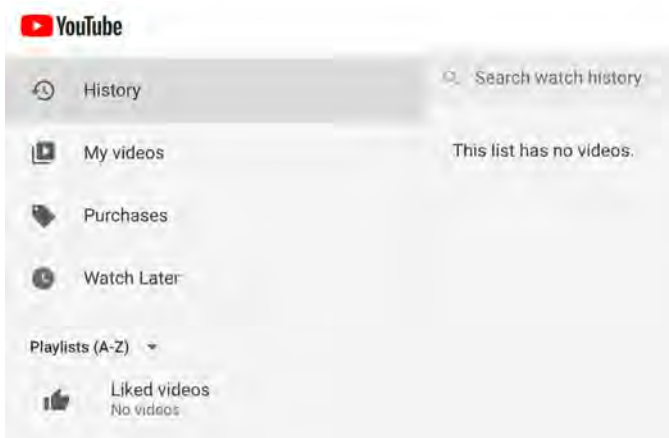
## Deleting your video

If you would like to delete your video from YouTube, you can do this.

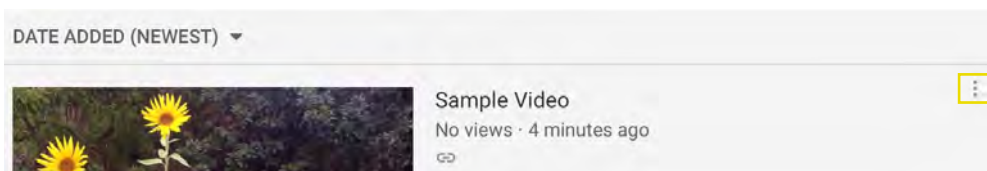
1. Select '**Library**' at the bottom of the screen



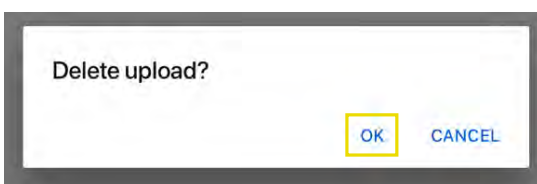
2. Select '**My videos**' on the left



3. Select the **three dots** next to your video



4. Select '**Delete**'
5. Select '**OK**'



# ABOUT THIS PROJECT

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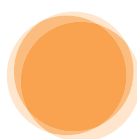
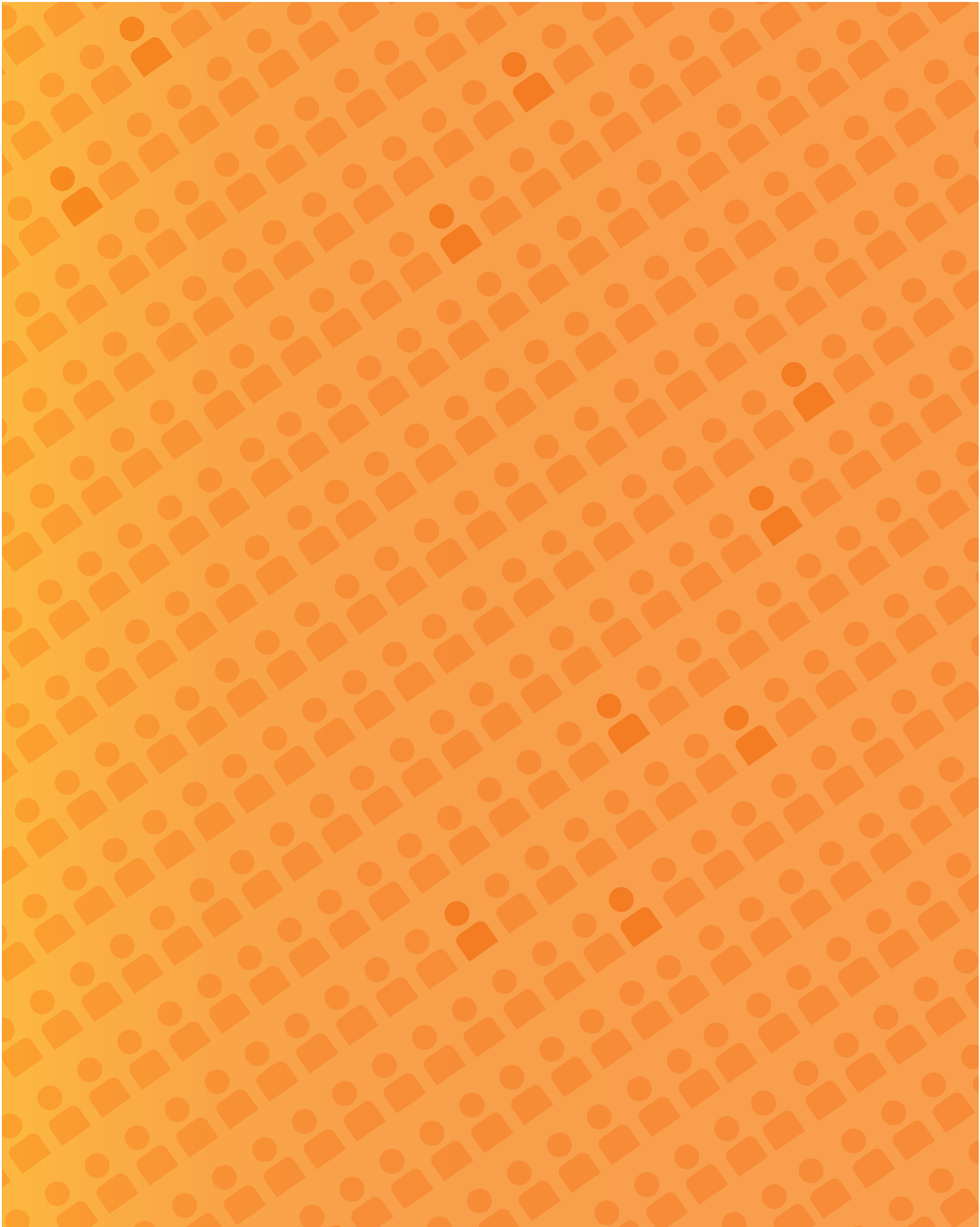
The aim of this project was to support six people with disability to make their own training video for their support workers. While we did this, we also made resources and a how-to video so everyone can learn how to make these types of videos.

Like everyone, the Summer Foundation is always learning! We would love you to tell us what you think about these resources or any ideas you have after you have made your video.

You can contact us at: [info@summerfoundation.org.au](mailto:info@summerfoundation.org.au)

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The opinions or analysis expressed in this document are those of the author[s] and do not necessarily represent the views of the Department, the Minister for Social Services or NDS, and cannot be taken in any way as expressions of government policy.



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