



**Washington State
Social Services and
Advocacy Skills
Training Center**

User Manual



Welcome to the Washington State

Social Services and Advocacy Skills Training Center

In this manual, we'll provide you with a comprehensive overview of the features and tools available on our platform, as well as step-by-step instructions on how to use them. You'll learn how to navigate the site and access your courses.

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Creating an Account

Go to: <https://wa-sast.org/>

The Washington State Sexual Assault Service Provider Training Center is available to WA-SAST partners and grantees. If you have questions regarding access or have any issues creating an account, please [contact us here](#).

Click on – Log In



Click on – Create new account.

The image shows a login and account creation form. At the top is the SAST logo. Below it are two input fields: 'Username' and 'Password'. Under the 'Password' field is a green 'Log in' button. Below the 'Log in' button is a link that says 'Lost password?'. Further down is a section titled 'Is this your first time here?' with the text 'For full access to this site, you first need to create an account.' Below this text is a grey 'Create new account' button, which is highlighted by a green arrow.

Fill in all required fields.

New account

Username 

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as *, -, or #

Password 

Email address 

Email (again) 

First name 

Last name 

City, ST

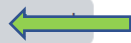
Country

United States 

▼ **Pronouns**

Pronouns

Create my new account



 Required

Click on – Create my new account.

Enrolling and Taking Courses

You will find all available courses on the Home Page.

Select the course you would like to take.

For this example, we will enroll in Advocate Core

Welcome, Allison! 🙌

[Home](#) [Settings](#) [Participants](#) [Reports](#) [Question bank](#) [More](#) ⌵



Washington State
Sexual Assault Service Provider Training Center

Welcome!

This site contains training resources for OCVA Sexual Assault Services and Children's Advocacy Center Initiative grantees and Tribal Partners.

Brought to you by Washington State Commerce Department 🌈

Available courses

Advocate Core ➡️



This online tutorial includes only a portion of the overall 30 hour core curriculum required for advocates in Washington State. This training is not only a tool for individuals to improve their skills, but can also be utilized by WA State Agencies providing approved Advocate Core Trainings. Whether you would like to do one lesson or all the lessons, this training is here to support you and your learning. In any case, this course is a great refresher and supporter of an ever more important ongoing conversation with others about sexual assault advocacy. This is a training on sexual violence, so please take care of yourself as you move through the course. Take a break when you need it.

Content Developer: WCSAP Washington Coalition of Sexual Assault Programs

Advocate Core Course

Advocate Core ➡️



We need a Description Here, perhaps honoring the contributions of WCSAP.

Content Developer: WCSAP Washington Coalition of Sexual Assault Programs

⌵ **Enroll Here (Service Provider)**

Click to Enroll

➡️

Click on – Click to Enroll

5 | Page

Course Components (You must complete each section to unlock and move on the next section)

The screenshot shows the course navigation menu on the left, with a green arrow pointing to the 'What is Sexual Assault' link under the 'Definitions of Sexual Assault' section. The main content area displays the 'Advocate Core' course overview, including a description of the 30-hour training and a list of sections. A green arrow points to the 'What is Sexual Assault' link in the list of sections.

Advocate Core

Advocate Core is considered an introductory, entry-level sexual assault training designed for new volunteers and staff providing sexual assault services to survivors.

The 30-hour Advocate Core training is designed to help new sexual assault advocates provide responsive and effective advocacy to survivors of sexual assault. This training meets the requirements as outlined by the Office of Crime Victims Advocacy. This training has been designed to increase both the knowledge and skill base for training participants and emphasizes a participant-centered training approach.

It has been intentionally designed for those new to the field and should not be considered a relevant training for those who have been providing sexual assault advocacy for two or more years. Although any advocate is welcomed to attend an advocate core training, it is intended for new staff and volunteers and other training forums will be a better fit for those who have been in the field for some time to obtain new skills and knowledge.

Definitions of Sexual Assault

Before you begin...

Welcome to the Washington State Online Advocate Core Training

Advocacy with survivors of sexual assault is profoundly important work. It is challenging on many levels, and can also be rewarding as you assist survivors in their healing process.

Your advocacy work can happen on the phone or in person, and you may support someone as they move through medical, legal, housing, immigration, and other systems. These systems are complex and the identity of the survivor will have many intersections that you may be familiar with or that you will need to familiarize yourself with. Remember there are resources, professionals, and agencies that can support your learning in your local area.

This online tutorial includes only portions of the overall 30 hour core curriculum required for advocates in Washington State. This training is not only a tool for individuals to improve their skills, but can also be utilized by WA State Agencies providing approved Advocate Core Trainings. Whether you would like to do one lesson or all the lessons, this training is here to help you and your learning. In any case, this course is a great refresher and supports important ongoing conversations with others about sexual assault advocacy.

This course has many topic lessons. You are expected to pass the quizzes with a score of 80% or higher to move on, but keep in mind that you can go through each lesson as many times as needed. If your program currently receives funding through the Office of Crime Victims Advocacy (OCVA), you can obtain hours for each section passed of your required 30 hours of Advocate Core training by successfully passing this course.

What is Sexual Assault? (20 minutes)

What is Sexual Assault

Overview

Lesson(s): What is Sexual Assault?

Learning Objective(s): To develop a basic understanding of sexual assault.

Length: 20 minutes

Introduction: We will begin by discussing what the term "sexual assault" means. As an advocate, it is important for you to be aware of the ways you have thought about sexual assault in the past, how your community talks about it, how it is understood by advocates who work with sexual assault survivors, and how rape and other forms of sexual assault are defined legally.

The screenshot shows the 'What is Sexual Assault' lesson slide. The slide title is 'What is Sexual Assault'. The slide content includes the following text:

Overview

Lesson(s): What is Sexual Assault?

Learning Objective(s): To develop a basic understanding of sexual assault.

Length: 20 minutes

Introduction: We will begin by discussing what the term "sexual assault" means. As an advocate, it is important for you to be aware of the ways you have thought about sexual assault in the past, how your community talks about it, how it is understood by advocates who work with sexual assault survivors, and how rape and other forms of sexual assault are defined legally.

Are you ready to begin the lesson?

The slide is part of a presentation with 8 slides in total, as indicated by the '1 / 8' indicator in the bottom right corner. A green arrow points to the '1 / 8' indicator.

View and complete all slides and activities.

Once you have completed the section, click “Click here to start next section”.

Conclusion

In short, no survivor of sexual violence is the same. There is a breadth and depth of victimizations and a diversity in healing and justice needs. Each survivor you work with will teach you more and more about the issues of sexual assault and strengthen your advocacy practice. This is an introductory training; we hope you continue to expand your understanding of the effects of sexual violence. The next section will go into more detail about sexual assault statistics.

[Click here to start the next section](#) 

Once you have completed all topics in that section, click “Click here to start the quiz”.

Conclusion

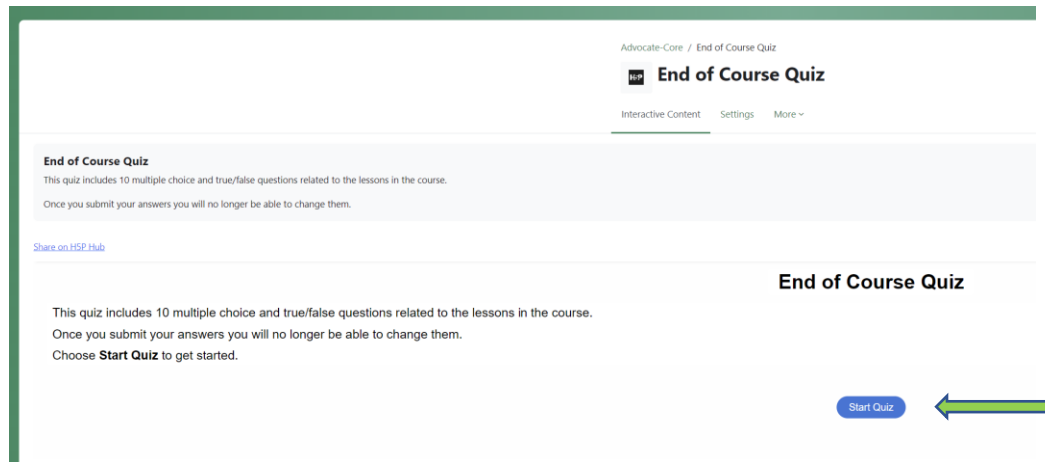
It is important to remember that adult survivors may choose not to report to law enforcement, and if they do report, law enforcement or prosecutors may decide not to move forward with a case. Or there will be times when the charge may not reflect the experience of the survivor—for example, it may be a charge of Rape 3 even though their experience was a Rape 2. This often happens because prosecuting attorneys feel more confident that they can prove and convict the lesser charge.

Additionally, not all sexual assault experiences are recognized as crimes under state law. As an advocate, you will still need to support survivors through their healing. More information about the legal system will be covered in an upcoming lesson.

You can download [a pdf of Washington State Rape Laws and Related Statutes at this link](#).

[Click here to start the quiz](#) 

You must complete the quiz with a passing grade before collecting your certificate and continuing to the next topic.



You may retake the course and or the quiz as many times as you'd like.

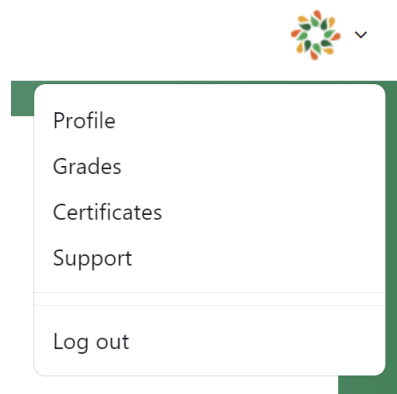
You can re-visit your completed or in-progress courses at any time clicking on the "My Courses" Tab across the top.

Certificates and Grades

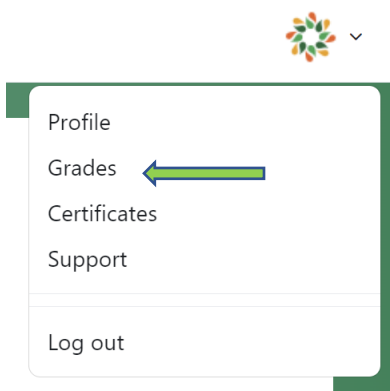
Certificate – Certificates will become available to view and print once you have completed each topic and all required quizzes.



You will also be sent an email copy of your certificate of completion. All certificates will be available under the User Profile dropdown menu.

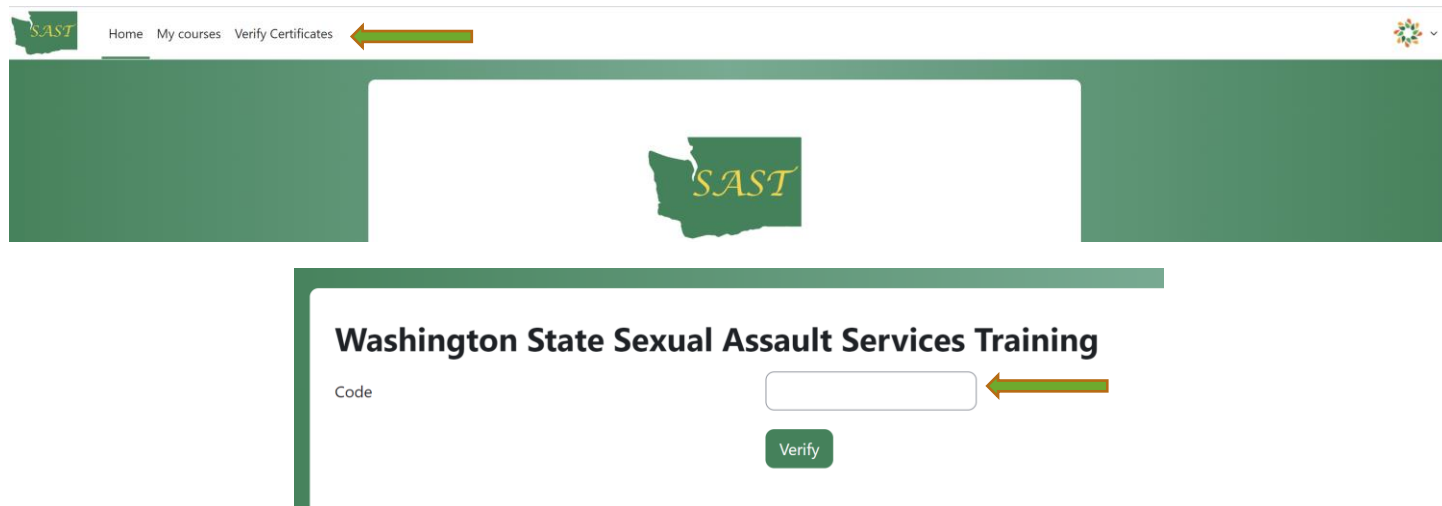


Grades – Your grades can be viewed under the User Profile dropdown menu.



Certificate Verification

Each certificate is assigned a unique code when issued. Managers are able to verify all certificates using the following steps.



The screenshot shows the SAST website interface. At the top, there is a navigation bar with links: Home, My courses, and Verify Certificates. A green arrow points to the 'Verify Certificates' link. Below the navigation bar is a large green banner with the SAST logo in the center. Below the banner, the title 'Washington State Sexual Assault Services Training' is displayed. Underneath the title, there is a label 'Code' followed by a text input field. A green arrow points to the input field. Below the input field is a green button labeled 'Verify'.

We hope this user manual has been helpful in guiding you through the Washington State Sexual Assault Service Provider Training Center site and its features. We're constantly working to improve our platform and enhance your learning experience, so if you have any feedback or suggestions, please don't hesitate to let us know.

Mail@WA-SAST.org