



# NEW ASQ-TRAK Training Model FAQs

We're excited to let you know that the **ASQ-TRAK Training Framework has been updated!** This new phase of development includes improvements to the delivery of training and certification of practitioners to ensure the quality, cultural safety, and sustainability of the program.



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## What's new?

### 1. A direct training model facilitated by UoM to replace the previous train-the-trainer model

The previous train-the-trainer model provided a training pathway for ASQ-TRAK Practitioners to become ASQ-TRAK Facilitators allowing for the delivery of training within their own organisation. This model will cease. In its place, the direct training model will have ASQ-TRAK Facilitators employed by UoM, delivering ASQ-TRAK Practitioner Training workshops.

We will begin offering UoM facilitated Workshops in various locations around Australia in addition to customised Workshops in your organisation. This new model will mean you can send smaller numbers of staff to be trained, along with staff from other organisations. UoM facilitated workshop locations, dates and costs are available on our [website](#).

If after checking the website you still have questions about UoM facilitated ASQ-TRAK Practitioner Training workshops, please email the team at [asq-trak@unimelb.edu.au](mailto:asq-trak@unimelb.edu.au).

### 2. Two Facilitators will participate in all UoM facilitated workshops

UoM will adopt a co-facilitation model as best-practice for all training workshops. Furthermore, we will work towards a bi-cultural co-facilitation model, so Aboriginal and Torres Strait Islander facilitators will work with non-Aboriginal and Torres Strait Islander colleagues to ensure the cultural safety of workshop participants and of the families that practitioners will then go on to work with. UoM highly recommends this model for all training workshops within other organisations.

### 3. Aboriginal and Torres Strait Islander leadership in training activities

Aboriginal and Torres Strait Islander co-facilitators will contribute to providing a culturally safe learning environment and to creating a space for practitioners to reflect on how they can provide culturally safe care to the Aboriginal and Torres Strait Islander families they work with. They will lead elements of workshop delivery to ensure a strengths-based approach. This change will provide an opportunity for ongoing reflection of our training practice and of the training content by working with an Aboriginal and Torres Strait Islander educational supervisor. By working together with Aboriginal and Torres Strait Islander colleagues, we will ensure the ongoing quality and cultural safety of the training.

### 4. Annual certification for Practitioners

The Certificate of ASQ-TRAK Practice is valid for one year. To ensure the ASQ-TRAK is administered at a high standard and to support the ASQ-TRAK Practitioner Community we encourage annual certification.

To meet requirements for annual certification, you will need to:

- Pay the \$130 + GST certification fee

- Be actively using the ASQ-TRAK and complete an ASQ-TRAK Activity Survey. The ASQ-TRAK Activity Survey is a simple, quick to complete, online record of using the ASQ-TRAK in practice.

If you have not maintained any ASQ-TRAK activity over the 12-month period (in other words you have administered **no** ASQ-TRAK screens) but you want to maintain certification, you will be required to undertake the **Refresher Workplace Practice Task** and submit the completed Observation Tool to the ASQ-TRAK Training Coordinator.

On payment of the annual certification fee, and demonstration of ASQ-TRAK activity, you will be issued with your **Renewed Certificate of ASQ-TRAK Practice**. Maintaining annual certification will provide ongoing access to the benefits described.

## 5. Annual Practitioner certification fees will fund a range of benefits.

*The program remains a **non-commercial endeavour**. All revenue from training funds the cost of program preparation, delivery, and ongoing quality improvement. To incorporate the changes, we no longer have capacity to offer training to new Facilitators.*

### Certification Fee

ASQ-TRAK Practitioner Certification Fee = **\$130 + GST**

### Benefits

- a) Participate in Community of Practice sessions, attended by the Training Co-ordinator and Clinical Lead and ASQ-TRAK founder, A/Prof D'Aprano.
- b) Participate in ASQ-TRAK Booster Webinars conducted by the ASQ-TRAK Team. Webinar topics may include peer support, discussion on implementation and embedding of ASQ-TRAK in the workplace
- c) Access updated resources to support you to administer the ASQ-TRAK. The resources include:
  - best-practice demonstration videos
  - a caregiver information booklet
  - anticipatory guidance sheets
  - a developmental milestones poster
  - other resources to support ASQ-TRAK implementation
- d) Receive discounts to other ASQ-TRAK events

### Why are changes being made?

The prior model was a great way to commence the rollout of the cultural adaption of the ASQ-TRAK tool. It allowed rapid expansion in key areas and has set the program up well.

The new phase of development includes improvements to the delivery of training and the ongoing certification of practitioners. These changes will enhance the cultural safety and quality of the certificate and ensure the sustainability of the program.

The new model promotes training consistency and access to the latest updates and research insights as part of Practitioner certification. This will enable the certificate to have a consistent standard, so it is more easily transferrable between organisations.

## When is it happening?

The changes will take effect July 1, 2023.

## ADDITIONAL INFORMATION FOR PRACTITIONERS

### I am a Certified Practitioner. How will these changes affect me?

As a **Certified Practitioner** delivering ASQ-TRAK to families, you will be invited to renew your certification on the anniversary of your ASQ-TRAK Training completion.

To meet requirements for annual certification, you will need to:

- Pay the \$130 + GST certification fee
- Be actively using the ASQ-TRAK and complete an ASQ-TRAK Activity Survey. The ASQ-TRAK Activity Survey is a simple, quick to complete, online record of using the ASQ-TRAK in practice.

If you have not maintained any ASQ-TRAK activity over the 12-month period (in other words you have administered **no** ASQ-TRAK screens) but you want to maintain certification, you will be required to undertake the **Refresher Workplace Practice Task** and submit the completed Observation Tool to the Training Coordinator.

On payment of the annual certification fee, and demonstration of ASQ-TRAK activity, you will be issued with your **Renewed Certificate of ASQ-TRAK Practice**.

### How do I know if I'm a Certified Practitioner?

To be a certified ASQ-TRAK Practitioner you will have:

1. Completed the 2-day ASQ-TRAK Practitioner Training Workshop delivered by an accredited Facilitator
2. Completed the Workplace Practice Task and submitted an Observation Tool within 6 weeks of the ASQ-TRAK Practitioner Training Workshop
3. Received a certificate from The University of Melbourne

If you do not meet these certification requirements, please email the ASQ-TRAK team at [asq-trak@unimelb.edu.au](mailto:asq-trak@unimelb.edu.au).

### What is the ASQ-TRAK Activity Survey?

The ASQ-TRAK Activity Survey is a simple, quick to complete online record of use of ASQ-TRAK in your practice.

If you have not maintained any ASQ-TRAK activity over the 12-month period (in other words you have administered **no** ASQ-TRAK screens) but you want to maintain certification, you will be required to undertake the **Refresher Workplace Practice Task** and submit the completed Observation Tool to the Training Coordinator at [asq-trak@unimelb.edu.au](mailto:asq-trak@unimelb.edu.au).

## What happens if I don't submit my Activity Survey or pay the fee?

Your Practitioner certificate will lapse.

If this happens, and you would like to reinstate your certification, please email the team at [asq-trak@unimelb.edu.au](mailto:asq-trak@unimelb.edu.au).

## How will the changes affect my organisation?

The ASQ-TRAK Team have attempted to make direct contact with management teams of all organisations offering ASQ-TRAK in their community. Your management team will be aware of the changes for both Practitioners and Facilitators and we encourage you to have conversations with your organisation lead/s about how you can be supported to meet the newly introduced certification and accreditation requirements.

## INFORMATION FOR EXISTING ACCREDITED FACILITATORS

### What is the annual accreditation process for existing Facilitators?

Maintaining annual accreditation aims to support best practice by providing you with ongoing support and secondary consultation with the ASQ-TRAK Team. Accreditation is for a period of 12 months and accreditation activities are conducted late August, annually.

To meet requirements for annual accreditation, you will need to:

- Maintain your ASQ-TRAK Practitioner certification
- Co-facilitate one ASQ-TRAK Practitioner Workshop with a University of Melbourne (UoM) Facilitator each year\*
- Complete the ASQ-TRAK Facilitator Activity Survey – a minimum of 1 workshop every year needs to be delivered
- Pay the annual \$70 + GST accreditation fee (in addition to the \$130 + GST practitioner certification fee)

\*You *may* need to travel to the nearest UoM delivered workshop to achieve this accreditation requirement. The Training Coordinator will discuss with individuals on a case-by-case basis.

It is strongly recommended that all non-Indigenous Facilitators undertake **annual cultural safety training**.

### ***Recommendations for cultural safety training***

- [About Us - IndigenousX](#)
- [We Al-li - Culturally Informed Trauma Integrated Healing Training \(wealli.com.au\)](http://wealli.com.au)

## What does the annual Accreditation fee for Facilitators cover?

*The program remains a **non-commercial endeavour**. All revenue from training funds the cost of program preparation, delivery, and ongoing quality improvement. To incorporate the changes we have made, we no longer have capacity to offer training to new Facilitators.*

ASQ-TRAK Facilitator Accreditation Fee = **\$70 + GST** in addition to \$130 + GST Practitioner Certification Fee

Annual accreditation fees will provide access to a range of benefits. As an *Accredited ASQ-TRAK Facilitator*, you are eligible to:

- Continue to co-facilitate ASQ-TRAK Practitioner Training in your organisation as an *Accredited ASQ-TRAK Facilitator*.
- Continue to access the Training materials, including updates and resources upgrades
- Participate in Facilitator Community of Practice activities led by the ASQ-TRAK Team and partners to ensure ongoing quality assurance
- Host Practitioner Community of Practice activities
- Access the ASQ-TRAK team for training and implementation support

It is strongly recommended that all non-Indigenous Facilitators undertake annual cultural safety training

### **Recommendations for cultural safety training**

- [About Us - IndigenousX](#)
- [We AI-li - Culturally Informed Trauma Integrated Healing Training \(wealli.com.au\)](http://wealli.com.au)

## I am an Accredited Facilitator. How will these changes affect me?

Accredited Facilitators will be invited to renew their accreditation in the weeks prior to August 31 each year. **All Facilitator Accreditation** will expire on **31 August 2023**.

To meet requirements for annual accreditation:

- Maintain your ASQ-TRAK Practitioner certification
- Co-facilitate one ASQ-TRAK Practitioner Workshop with a UoM Facilitator each year\*
- Complete the ASQ-TRAK Facilitator Activity Survey – a minimum of 1 workshop every year needs to be delivered
- Pay the annual \$70 + GST accreditation fee (in addition to the \$130 + GST practitioner certification fee)

\*You may need to travel to the nearest UoM delivered workshop to achieve this accreditation requirement. The Training Coordinator will discuss with individuals on a case-by-case basis.

## How do I know if I'm an Accredited Facilitator?

To be an Accredited ASQ-TRAK Facilitator you will have:

1. Participated in an ASQ-TRAK Facilitator Training ½ day self-paced learning program & online tutorial
2. Delivered the two-day ASQ-TRAK Practitioner Training Workshop
3. Overseen the Workplace Practice Task ‘
4. Completed the self-evaluation and reflective conversation
5. Received a certificate from The University of Melbourne

If you do not meet these accreditation requirements, please email the ASQ-TRAK Team at [asq-trak@unimelb.edu.au](mailto:asq-trak@unimelb.edu.au)

## What is the Facilitator Activity Survey?

The Facilitator Activity Survey is a simple, quick to complete online record of use of ASQ-TRAK in your practice.

If you have not facilitated any workshops over the 12-month period but you want to maintain accreditation, you will be required to email the Training Coordinator at

[asq-trak@unimelb.edu.au](mailto:asq-trak@unimelb.edu.au).

## What happens if I don't meet ALL annual Facilitator accreditation requirements?

Your Facilitator accreditation will lapse.

If this happens, and you wish to reinstate your accreditation, please email the Training Coordinator at [asq-trak@unimelb.edu.au](mailto:asq-trak@unimelb.edu.au).