



ASQ-TRAK Practitioner Training – Workshops for Organisations

What is ASQ-TRAK Practitioner Training – Workshops for Organisations?

A 2-day face to face workshop in the use of the ASQ-TRAK developmental screening tool. The workshops are delivered at your organisation for your staff exclusively. Workshops are for a maximum of 14 people.

What does ASQ-TRAK Training cost?

\$22,500 + GST. Trainer travel costs and equipment freight (where required) are additional. See below.

How is ASQ-TRAK Training delivered in the workplace?

Delivered by staff from the University of Melbourne's STRONG kids, STRONG future team, the workshop runs for 8 hours each day and covers:

- Predicting and supporting healthy development in early childhood;
- The purpose and process of culturally appropriate developmental monitoring;
- The correct technique for administering, interpreting and communicating results of the ASQ-TRAK;
- Using the ASQ-TRAK to foster culturally safe developmental monitoring partnerships with families;
- Preparation for completion of a half-day of workplace practice with peer coaching (within six weeks of the workshop), to self-evaluate competency in using the ASQ-TRAK with fidelity.

The interactive format includes small and large group discussion, analysis of video examples, behaviour rehearsals, and hands-on time with the tool and materials.

Who can attend this training?

The training is suitable for anyone with an interest in implementing the ASQ-TRAK in their organisation. This includes practitioners who will be working directly with families, specialists who will be receiving referrals based on the screening outcomes, and managers who will be supporting the implementation at an organisational level.

How is the training recognised?

The ASQ-TRAK training has been developed to provide the participant with a choice of learning pathways that best align with their community needs, their workplace, and their professional development. Participants who complete both the two-day workshop and half-day workplace practice task within six weeks of the workshop, will be recognised as *Certified ASQ-TRAK Practitioners*. Participants who attend the workshop but do not complete the workplace practice task within six weeks of the workshop, will be recognised as an *ASQ-TRAK Supporter*.

What is included in the final price?

The training service fee of \$22,500 + GST covers a 2-day face to face workshop and includes:

- Accredited ASQ-TRAK Facilitators
- All learning materials (workbooks, resources supporting interactive small group activities)
- Pre-training and post-training support
- Certification for 12 months
- Access to an online resource hub
- Access to Booster Webinars for 12 months
- Access to participate in a Community of Practice for 12 months

Trainer travel costs are charged on a cost recovery basis according to workplace location and range from \$3,500 + GST to \$6,500 + GST (remote locations).

Freight costs apply when the organisation does not have their own ASQ-TRAK Kits for use at the workshop or the workplace practice task, also charged according to workplace location, range of \$150 to \$350 + GST.

Exclusions

The final training price **does not include**:

- Venue hire
- Catering
- Participant travel and accommodation
- Any costs associated with participants' completion of the workplace practice task.
- The ASQ-TRAK Kits. The kits shipped to the workplace, are on **loan** from the University for the duration of the workshop. Your organisation will need to purchase kits for ongoing use. A kit is required for the Workplace Practice Task so kit ordering needs to occur **6-8 weeks prior to the workshop**. Visit this [link](#) to purchase kits.



Before continuing with your workshop booking, please ensure that you are familiar with the [Training Procedure Guide](#). This will provide details of the training components and approach, and a comprehensive outline of the commitment required from the organisation and individual.

What about cancellations?

If we need to postpone/cancel: In the event we are unable to deliver the workshop as scheduled we will advise you immediately and work with you to reschedule. If we are required to cancel the workshop, we are unable to pay any costs incurred by the host organisation, including venue and equipment hire charges, catering, or participant travel costs. We strongly advise that the host organisation makes any such bookings as flexible or refundable arrangements where possible.

If you need to cancel: If your organisation needs to cancel, you must advise us immediately so that any Trainer travel costs can be re-couped, and the dates re-advertised.

What are the other costs and obligations for the host organisation?

To optimise the workshop experience, management teams should familiarise themselves with the ASQ-TRAK Quality Assurance Standards Checklists on pages 18 & 19 of the [Training Procedure Guide](#).

The attached checklist '*Workshop Logistics Checklist for Host Organisations*' outlines the costs and obligations.

How to book and pay for the workshop

1. Review details on this page, links to the [Training Procedure Guide](#) and attached checklist.
2. Click the register button.
3. Select a ticket for your preferred workshop date.
4. Scroll down to the Add-ons section
5. Select the travel costs for your location type
6. Scroll down to freight costs and select for your location type (if applicable)
7. Go to checkout
8. Confirm contact information
9. Select pay at the door
10. Complete the order form

The University of Melbourne will issue an invoice either before or after the workshop. **Please do not pay the Eventbrite invoice which will be generated automatically at the time of registration.**

If you need to raise a purchase order ahead of time, our supplier details are:

University of Melbourne, Level 3, 11 Barry Street, Parkville, VIC 3010 ABN: 84002705224

Workshop Logistics Checklist for Host Organisations

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	Venue
	Room selected <ul style="list-style-type: none"> ○ 16 people can sit in a circular configuration (not classroom or lecture format) ○ If table/s fixed in place, the whole group can still sit around it in a circle ○ Large enough for small breakout groups of 2-3 to practice with materials
	Same room for two consecutive workshop days, at times negotiated with trainer
	Room booked for an extra hour in the morning before the workshop each day
	Room booked for an extra hour in the afternoon after the workshop each day
	Room booked for two hours in the afternoon of the day before the workshop, for set up (materials and equipment need to be left up undisturbed overnight - confirm no evening meetings booked in the room).
	Advise trainer who will let them into the room each day OR provide visitor swipe card
	Whiteboard provided
	Confirm room booking details with Trainer within 30 days of registering for the workshop (if not done so at the time of registration)
	Person attending workshop who can provide general support to trainer (e.g., liaise with venue and caterers)
	Audio-visual equipment
	Details of audio-visual equipment given to Trainer: <ul style="list-style-type: none"> ○ Projector and speakers, plus computer for USB input and displaying webpages ○ Computer login details given to Trainer ○ Projector and speakers, or large television, with input for laptop ○ Internet access details given to Trainer
	Arrange for a staff member or venue technician to provide technical support for the audio-visual equipment, during both set-up the day before, and during the workshop
	Catering
	Negotiate break times with Trainers
	Find out dietary preferences
	Order and pay for food (host organisation covers cost)
	Arrange for food to be delivered in time for scheduled breaks
	ASQ-TRAK Kits
	Locate any kits owned by the organisation
	If buying kits before the workshop, contact the RCH Shop at <u>least 6-8 weeks prior</u>
	Tell Trainer how many kits will be at the workshop (if any)
	Plan to buy kits to use with families after the workshop (if not already owned)
	Registering Participant Details
	Find out which staff are attending the workshop
	Request a link from the Training Coordinator at asq-trak@unimelb.edu.au for your Registration Survey
	Enter participant details into Registration Survey at least two weeks before the workshop
	Contact the Training Coordinator as soon as possible if staff names need to be added or deleted
	Finance
	Check registration form has correct ABN and contact details for the invoice
	Find out if a Purchase Order Number is needed to pay the invoice
	Send Purchase Order Number to asq-trak@unimelb.edu.au before the workshop