



## ASQ-TRAK Practitioner Training Program

# Important Information for Organisations

Ahead of booking an ASQ-TRAK Practitioner Training Workshop, as part of ASQ-TRAK Practitioner Training Program, it is important to read the following information. The program comprises:

- 2-day face-to-face workshop
- 1/2-day workplace practice task
- Optional activities (e.g. booster webinars)
- Ongoing access to resources



The workshops are delivered at your organisation for your staff exclusively, for a maximum of 14 people.

## ASQ-TRAK Practitioner Training Workshop

### How much does ASQ-TRAK Training Program cost?

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

### How is ASQ-TRAK Training Workshop 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?

Participants who complete both the two-day workshop and half-day workplace practice task will be recognised as **Certified ASQ-TRAK Practitioners**. Participants who attend the workshop but do not complete the workplace practice task, 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 \$7,150 + 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 – Visit this [link](#) to purchase kits.

### What about cancellations?

- **Cancellation more than 6 weeks before the training:**

If you cancel more than six weeks before the start of the training program, you will receive a *full refund*.

- **Cancellation less than 6 weeks before the training and we can replace your spot at least 2 weeks before the scheduled start date:**

If you cancel less than six weeks before the training and we are able to fill your spot with another participant, you will receive a *full refund*.

- **Cancellation less than 6 weeks before the training and we cannot replace your spot, and we can replace your spot at least 2 weeks before the scheduled start date:**

If you cancel less than six weeks before the training and we are unable to fill your spot, you will receive a *50% refund*.

This amendment takes into account the need for the logistics meeting to occur at least 6 weeks prior to the workshop to ensure all shipping and other logistics can be accounted for

### What are some logistics about your organisation will need to consider prior to booking training?

<b>Venue</b>	Room size – 16-person room PLUS breakout space. The same room should be available over two consecutive workshop days. The room should also be available for 2 hours before the day of the workshop for set-up.
<b>Audio-Visual Equipment</b>	Projector or Smartboard with an HDMI connection is required.
<b>Catering</b>	Host organisation covers the cost of the catering.
<b>Finance</b>	Purchase Order – If needed ahead of time, our supplier details are: University of Melbourne, Level 3, 11 Barry Street, Parkville, VIC 3010 ABN: 84002705224 Invoices – Please provide ABN and contact details at the time of purchase.