



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

Venue	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.
Audio-Visual Equipment	Projector or Smartboard with an HDMI connection is required.
Catering	Host organisation covers the cost of the catering.
Finance	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.

What about cancellations?

At STRONG kids, STRONG future, we understand that circumstances may change, and cancellations may be necessary. To ensure a fair and transparent process, we have established the following cancellation and refund policy for our ASQ-TRAK Practitioner Training Workshops. All notice periods mentioned in this policy refer to calendar days, including weekends and public holidays observed by [The University of Melbourne](#).

If you need to cancel your workshop booking, you must provide STRONG kids, STRONG future team with written notice, which will take effect when our team receives it. Any non-recoverable travel and courier costs will be excluded from any refund obligations.

The refund amount will be determined based on the following table:

Calendar weeks of notice provided to us <i>Calculated as weeks prior to Day 1 of the Workshop</i>	Refund
8 weeks* or more	Full Refund
2 week – 8 weeks and STRONG kids, STRONG future team can rebook the dates	Full Refund
2 weeks – 8 weeks and STRONG kids, STRONG future team cannot rebook the dates	50% Refund
2 weeks or less	No Refund

** The 8-week notice period takes into account the planning for the logistics meeting, which is held at least 6 weeks before the workshop to ensure all arrangements are considered.*

Cancelations by STRONG kids, STRONG future

We reserve the right to cancel the ASQ-TRAK Practitioner Training Workshop in the event of exceptional circumstances or unforeseen events beyond our control. In such cases, STRONG kids, STRONG future will notify the organisation or participant as soon as possible and provide alternatives where appropriate, including different dates for workshop delivery or a full refund. This policy is not intended to exclude or limit any rights which the organisation or participant may have under the Competition and Consumer Act 2010.