



ADMINISTRATIVE SUPPORT PACKAGE

Some Accredited Network Members who use the MLQ need the assistance of secretaries, personal assistants and staff to assist in the administration and facilitation of a Project. As a means of providing the highest quality service to the network, we offer an Administrative Support Package (ASP). This service is available to all administration staff under the supervision of the Accredited Network Member.

Those participating in the ASP short course package will be requested to sign off on the privacy policy of MLQ and will only have access to the site using the Network Member's details unless special email account arrangements are made for an alternative account. The Network Member remains responsible for the overall operation of any projects as is appropriate given their extensive in-depth training.

These packages are aimed at training the assistants in the very basics of the MLQ suite of products in addition to the complete training in the eMLQ and eTOS data management sites provided in ASP. The MLQ website has additional information in the ... / courses / administration package area.

We will record expressions of interest in these packages and will run this course either online with some documentary support or in small groups by special arrangement.

The cost of the eMLQ Administrative Support Package for one-on-one individual training is Au\$300 (plus GST); US\$250. The cost of the eMLQ Administrative Support Package for group-based training (two or more persons) is Au\$200 (plus GST) per person; US\$150 each.

To register for either course simply complete the following details:

REGISTRATION FORM - Fax back to (03) 9819 4344

Name: Position Title:

Organisation:

Address:

Telephone: () Fax: ()

Email:

Type of Workshop: Individual 1-1 Group based. Nominate other persons:

Total Payment: \$

*Payment must be received prior to workshop. A tax invoice will be raised upon receipt
Payment methods are provided in the tax invoice and include credit cards and direct debit options.*

If you would like to pay by Credit Card simply complete the section below:

Card Type: Bankcard Mastercard VISA

Card Number:

Name on Card: (print clearly) Cardholder's Signature: