

# *SECRET* **agent** *SOCIETY* **PROFESSIONAL** **TRAINING**

## Secret Agent Society (SAS)

### Agency Training Pricing & Application Form

Ireland

Valid to 30 June 2020



# CONTENTS

<b>HOW TO APPLY TO HOST TRAINING .....</b>	<b>3</b>
<b>Letter of Agreement .....</b>	<b>3</b>
<b>Training Venue and Other Requirements .....</b>	<b>3</b>
<b>SAS RESOURCES .....</b>	<b>4</b>
<b>Training Resource Order .....</b>	<b>4</b>
<b>AGENCY TRAINING EVENT- PRICING .....</b>	<b>4</b>
<b>ORGANISATION DETAILS.....</b>	<b>6</b>
<b>Details for Letter of Agreement.....</b>	<b>6</b>
<b>Proposed Training Details .....</b>	<b>6</b>
<b>Invoicing Details.....</b>	<b>6</b>
<b>Resource Delivery Details.....</b>	<b>7</b>
<b>REFERRAL .....</b>	<b>7</b>

# HOW TO APPLY TO HOST TRAINING

1. Read the SAS Guide for Professionals.
2. Meet with organisational leaders to brief them on hosting an SAS training course and to discuss any questions or concerns they may have about the program. Contact [training@sst-institute.net](mailto:training@sst-institute.net) or +61 7 3720 8740 for further information if needed.
3. Forward a copy of the SAS Guide for Professionals together with the SAS Program Readiness Questionnaire to organisational leader(s) who expressed interest in the program. Ask them to complete the Program Readiness Questionnaire with the staff whom they intend to deliver SAS and return it to you. Only one program readiness questionnaire needs to be completed per service delivery site.

The Program Readiness Questionnaire helps to assess whether an organisation or service delivery site (e.g. clinic or school) has sufficient resources and capacity to successfully deliver SAS, and assists in identifying where additional support may be needed. If members of your network decide not to proceed with SAS after completing the questionnaire, their training places can be offered to another service delivery site or partner organisation that may be better equipped for program delivery. This ensures optimal return on your investment in facilitator training and resources.

4. Complete the Agency Training Application Form.
5. Return the Agency Training Application Form, together with the SAS Program Readiness Questionnaire(s) (one per organisation or service) to SST. Once this paperwork has been received, you will be contacted to schedule the training and to discuss any questions that may arise.

## Letter of Agreement

Once details of the training and implementation model have been finalised, your organisation will be asked to sign a Letter of Agreement (LoA) with SST regarding the provision of SAS Facilitator Training and Resources. The LoA clarifies details regarding the training and the responsibilities of both parties. **The LoA must be signed before dates of training can be confirmed.**

## Training Venue and Other Requirements

Your organisation is responsible for securing an appropriate training venue and for confirming practitioner suitability, availability and attendance. As a brief overview, you will be required to organise:

- A training venue that can accommodate all participants, with tables and chairs
- Catering (morning tea, lunch and afternoon tea are recommended)
- Equipment (data projector and screen/white wall, whiteboard/flipchart and markers)
- Storage and distribution of training materials to participants.

# SAS RESOURCES

## Training Resource Order

Each place in the training course includes a half hour clinical support call, digital SAS Facilitator Manual and SAS Facilitator Portal access, SAS Facilitator Family Kit and an SAS Digital HQ Product Key. Services are required to purchase or have existing access to an **SAS Session Resources Kit**. If you already own a SAS Challenger Board Game, you can purchase the SAS Session Resources Kit without this item.

Each child and family who participates in the SAS Small Group program will require a SAS Family Kit. The Family Kit contains all of the take-home and in-session resources children, parents and teachers need to benefit from the intervention. Each Family Kit includes access for one child to enter the online SAS Digital HQ for 12 months. Without these resources, the effectiveness of the program is likely to be significantly compromised and improvements are less likely to be maintained.

## AGENCY TRAINING EVENT– PRICING

Please refer to your International Agency Training quote for Training fees.

# RESOURCE ORDER

Please enter the total quantity of SAS resources to be ordered for SAS Facilitator Training. All prices listed below are in Euros, exclusive of duties & taxes, inclusive postage and handling, and are valid until 30 June 2020.

**Table 1. Facilitator and Implementation Resources**

Details	TOTAL Quantity Ordered	Unit Price (excluding taxes)	Total P (excluding taxes)
<b>SAS Facilitator Training Fees &amp; Facilitator Resources</b>			
<b>Required</b>			
SAS Session Resource Kit* *(min 1 among 4 SAS Facilitators at a service delivery site)		€500.00	€
<b>Optional</b>			
<b>Additional</b> SAS Poster Set		€81.00	€
<b>Additional</b> SAS Challenger Board Game		€116.00	€
1 x hour Additional Clinical Support		€160.00	€
3 x hours Additional Clinical Support		€425.00	€
<b>SAS Family Kit Special Offers</b> (please indicate exactly how many kits you require)			
SAS Family Kit Small Set (orders of 1-5 kits)		€276.00	€
SAS Family Kit Medium Set (orders of 6+ kits)		€248.40	€
SAS Family Kit Standard Set (orders of 24+ kits)		€234.60	€
SAS Family Kit Large Set (orders of 100+ kits)		€207.00	€
<b>Total Order (excluding local duties &amp; taxes)</b>		€	

Please Note: Divide the unit price of SAS Family Kits by 12 or 23 (to account for the 90min or 45min session format) to obtain per family per session cost.

# ORGANISATION DETAILS

## Details for Letter of Agreement

Organisation name:			
Organisation Address:			
Town/Suburb:			
State:		Postcode	
Contact Person:			
Position / Title:			
Telephone:			
Email:			

## Proposed Training Details

Please note: Face-to-face events are delivered as 2 x 8hr blocks on consecutive days or Online events are delivered as 2 x 8hr blocks on consecutive days or 4 x 4hrs blocks (consecutive days not required).

City:		
Venue Location:		
Proposed Dates:	1.	
	2.	
	3.	
Number of participants:		

## Invoicing Details

Organisation name:			
Billing address:			
Town/Suburb:			
State:		Postcode:	
Accounts Payable Contact:			
Position / Title			
Telephone number:			
Email address:			

## Resource Delivery Details

Venue name:			
Delivery Address:			
Town/Suburb:			
State:		Postcode:	
Contact person:			
Telephone number:			
Email address:			

## REFERRAL

How did you find out about the Secret Agent Society Program?

	Please provide detail/name
<input type="checkbox"/> Professional Publication	
<input type="checkbox"/> Conference/Information Session	
<input type="checkbox"/> Internet/Website	
<input type="checkbox"/> Word of mouth	
<input type="checkbox"/> SAS Team Member	
<input type="checkbox"/> Email	
<input type="checkbox"/> Other	

Please send your completed Agency Training Application Form and Program Readiness Questionnaire(s) to the Program Coordinator at the Social Skills Training Institute:

Mail: PO Box 6068, St Lucia QLD 4067, Australia

Email: [training@sst-institute.net](mailto:training@sst-institute.net)

Fax: +61 7 3870 0798