



2017

PROFESSIONAL DEVELOPMENT PROGRAM

FUNDED PLACES AVAILABLE FOR

Learn Local Organisations (staff)

VET for Secondary School Students (teachers)

QUALITY, COMPLIANCE AND AUDITING

- NEW:** Building a quality assessment system in your organisation [22 Feb](#) [25 July](#)
- Compliance and auditing of online courses [23 Feb](#) [8 Aug](#)
- NEW:** When your assessments don't pass audit [24 Feb](#)
- NEW:** Skills First: Program Unique Supervised Hours (PUSH) requirements explained [28 Feb](#) [17 May](#)
- Grading in a competency framework [2 Mar](#) [4 Aug](#)
- NEW:** Skills First: Internal audit against 2017 Funding Contract – Refresher program [3 Mar](#) [27 Apr](#)
- Understanding the rules of evidence [7 Mar](#) [19 Jul](#)
- NEW:** Skills First: Internal audit against the 2017 Funding Contract – Introductory program [17 Mar](#) [23 Mar](#)
- Preparing for ASQA audits - identifying and organising evidence for audit [20 Mar](#) [22 May](#)
- NEW:** Introduction to the VET system [21 Mar](#) [20 Jul](#)
- NEW:** Designing quality learning programs for student engagement [22 Mar](#) [18 Aug](#)
- Understanding the volume of learning requirements [30 Mar](#) [13 Oct](#)
- Getting volume of learning right [29 Mar](#) [19 Sep](#)
- NEW:** Establish and manage practical placements [20 Apr](#)

- Essentials for the internal auditor [5 May](#) [17 Oct](#)
- NEW:** Implications of the National Disability Insurance Scheme on RTO's [31 May](#)
- Copyright for the VET educator [1 Jun](#)
- NEW:** Meeting the Standards and student enrolments [6 Jun](#)
- NEW:** Informing your students about copyright [15 Nov](#)

ASSESSMENT ESSENTIALS

- NEW:** How to construct an effective assessment tool [14 Feb](#) [15 Jun](#)
- NEW:** Developing effective competency based assessment tools [17 Feb](#)
- NEW:** Six steps for developing quality assessments [10 Mar](#) [7 Jun](#)
- Designing AQF compliant assessments [21 Mar](#) [29 Aug](#)
- NEW:** Embedding LLN into your training and assessment practice [23 Mar](#) [30 Aug](#)
- NEW:** Complying with the Principles of Assessment and Rules of Evidence [24 Mar](#) [11 Oct](#)
- NEW:** Third party observers contribution to assessment [28 Mar](#) [12 Sep](#)
- How to create effective marking guides and rubrics [21 Apr](#) [13 Sep](#)
- Designing assessment tools for clustered units [27 Apr](#) [20 Sep](#)

- NEW:** Ensuring assessments meet the Standards - Preparing for audit [28 Apr](#) [21 Sep](#)
- NEW:** Using grading in a competency based assessment setting [1 May](#)
- NEW:** Strategies to support learners to develop LLN skills [12 May](#) [2 Nov](#)
- RPL - the devil in the detail [18 May](#) [21 Nov](#)
- NEW:** Using the Foundation Skills Assessment Tool (FSAT) [24 May](#)
- NEW:** Unpacking the ACSF framework for beginners [21 Jun](#)
- NEW:** Nail your assessments [29 Jun](#)

MAPPING AND VALIDATION

- How to conduct successful validation to meet audit requirements [17 Feb](#) [16 Aug](#)
- NEW:** A systematic approach to assessment validation [15 Mar](#) [10 Aug](#)
- Mapping assessments through a compliance lens [11 May](#) [8 Nov](#)
- NEW:** Mapping your assessments to a unit of competency [17 May](#) [21 Sep](#)
- Validating your assessment tools [2 Jun](#)



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2017 PRICES

	Webinar	\$80 (inc GST)
	Half day workshop	\$295 (inc GST)
	Full day workshop	\$365 (inc GST)
	Full day computer workshop	\$420 (inc GST)

ONLINE DELIVERY

	NEW: Meeting the Standard 1 requirement using Moodle	16 Feb 13 Jun
	NEW: 8 RTO concerns about online delivery and how to overcome them	8 Mar 9 Nov
	NEW: Set up and manage student digital productivity in your classroom	17 Mar
	NEW: Digital strategies for successful online delivery	31 Mar
	NEW: Engaging at risk learners using mobile technology	26 Apr 22 Nov
	NEW: Integrating online delivery into your existing business model	4 May 25 Oct
	NEW: Creating engaging learning videos on your smartphone and tablet	19 May
	NEW: Juggling online and face-2-face delivery together	30 May 29 Nov
	Basic Moodle - Building courses from scratch	8 Jun
	NEW: Developing your online assessment plan	20 Jun 1 Nov
	Converting classroom teaching to online activities	22 Jun
	NEW: Peer review teaching and learning in the classroom	21 Jul
	Designing learning activities for blended delivery	27 Jul
	NEW: Launching apps for reasonable adjustment	2 Aug
	NEW: Setting up and delivering training and assessment online	11 Aug

	NEW: What makes a successful online facilitator?	31 Aug
	Building compliance savvy digital assessments	12 Oct

TEACHING AND LEARNING STRATEGIES

	NEW: Strategies for managing and understanding difficult behaviour	16 Mar
	NEW: Strategies to support learners affected by Ice	21 Apr 25 Aug
	Addressing Dyslexia and specific learning disorders in the classroom	28 Apr
	NEW: Awareness of LGBTIQ learners in VET	28 Apr
	Teaching strategies for challenging behaviours	16 May 20 Oct
	NEW: Getting the best out of the VCAL	26 May
	NEW: The impact of trauma on learning	14 Jun
	NEW: How to bring learning alive and engage learners	28 Jun
	NEW: Engaging students with low level English skills	18 Jul
	Introduction to mental health in the learning environment	22 Aug
	NEW: Strategies and assessments for learners with Dyslexia and specific learning disorders	14 Sep

PERSONAL AND BUSINESS DEVELOPMENT

	NEW: Effectively leading and managing change	7 Mar
	NEW: Marketing and promoting in VET	28 Mar
	Influence without authority	2 May 22 Sep
	Super skills for supervisors	27 Jun
	NEW: What about me? - Building your resilience	30 Jun
	NEW: Meeting and exceeding customers' expectations	15 Aug
	NEW: Part II: Influence without authority - Delivering powerful messages	24 Aug
	NEW: Let's talk about it – Constructive conversations for team leaders	20 Sep
	Managing your team's performance	10 Nov

INDUSTRY ENGAGEMENT

	NEW: Consulting with industry – Strategies to improve training and assessment	19 Apr
	Essentials for building industry relationships to improve business	16 Jun 23 Nov
	A model for engaging industry in assessment validation	18 Oct