

ACPET E-LEARNING PROGRAMS

Taking professional development to the next level

No matter what stage of your career you're at there's an ACPET e-learning program to suit you and your experience. ACPET has developed a range of e-learning programs, which suit professionals at all levels and upon successful completion an ACPET certificate is issued. E-learning programs have been designed to enhance knowledge and understanding and give participants practical applications of the skills learnt.

Priced at just \$198 for members and \$224 for non-members, participants receive:

- A blended learning model consisting of three webinars, reflective learning questions, research questions and links to further information.
- An ACPET certificate that shows you have undertaken a comprehensive program across a specific educational area. The ACPET certificate can be used to support currency and compliance regulations.

E-learning programs provide pathways for progressing to more advanced levels which can extend expertise and awareness on specific educational topics. Programs are grouped into: **Introductory**, **Specialist** and **Master** levels for all staff in **VET**, **Higher Education**, **CRICOS** and **ELICOS institutions**. Programs are designed for a range of staff including: administrative, compliance, managerial, teaching, marketing, HR and e-learning.

INTRODUCTORY LEVEL PROGRAMS

Introduction to VET	Introduction to Training & Assessment	Introduction to VET Compliance	Introduction to Supporting Students
Introduction to Blended Learning	Introduction to E-learning	Introduction to Moodle	Introduction to teaching techniques
Introduction to International Students	Introduction to International Compliance	Introduction to ELICOS	Introduction to Higher Education
Introduction to Human Resources	Introduction to Management skills	Introduction to Marketing	Introduction to Education Brokers

SPECIALIST LEVEL PROGRAMS

VET Administration Specialist	Compliance Specialist	E-learning Specialist	Training & Assessment Specialist
Moodle specialist	Blended Learning Specialist	Marketing Specialist	Management specialist

MASTER LEVEL PROGRAMS

Validation Master	VET Administrator Master	Training & Assessment Master	Compliance Master
E-learning Master	Marketing Master	Management Master	

For more information visit www.acpet.edu.au or email pd@acpet.edu.au or call 1800 657 644

INTRODUCTORY LEVEL PROGRAMS

Introduction to VET	=	Introduction to VET webinar	+	Introduction to the Standards 2015	+	Can you name and navigate the VET system?
Introduction to Training & Assessment	=	Unpacking a training package	+	Training packages – what are the new changes?	+	Elements of a quality training and assessment system
Introduction to VET Compliance	=	Elements of a compliant TAS	+	Internal audits – how to plan and conduct them successfully	+	Top compliance challenges for trainers & assessors
Introduction to International Compliance	=	Meeting the CRICOS standards	+	Managing compliance with ESOS and TPS	+	Top 10 non-compliances for CRICOS providers
Introduction to International Students	=	Supporting international students	+	Identifying and meeting the needs of international students	+	Dealing with culture shock of international students
Introduction to ELICOS	=	Introduction to ELICOS	+	Preparing ELICOS and EAL courses for accreditation	+	Preparing for an ELICOS audit
Introduction to E-learning	=	Successful online facilitation techniques	+	Writing content for e-learning	+	Copyright in e-learning – what you need to know
Introduction to Moodle	=	Moodle from scratch	+	Using Moodle for assessment	+	Manage your blended learning with Moodle
Introduction to Blended Learning	=	What is blended learning?	+	What makes a great blended learning trainer & academic?	+	Using Google to deliver and manage blended learning
Introduction to Marketing	=	Converting student enquiries into enrolments	+	How to tap into new markets	+	Digital marketing makeover for RTO's, better business
Introduction to Higher Education	=	<i>Coming soon</i> Academic governance	+	<i>Coming soon</i> Quality assurance	+	<i>Coming soon</i> HE policy and deregulation, reforms to funding
Introduction to Human Resources	=	<i>Coming soon</i> HR policies and procedures	+	<i>Coming soon</i> Everyday conversations	+	<i>Coming soon</i> Reasonable management action
Introduction to Supporting Students	=	Building confidence in enrolling students with a disability	+	Creating an inclusive learning environment	+	Autism spectrum basics
Introduction to Education Brokers	=	Responsible practice in engaging education brokers	+	Education brokers – a showcase in good practice	+	In conversation with the CEO – Education Brokers
Introduction to Teaching Techniques	=	Effective training techniques – using CORE	+	Nine ways to attract and maintain your student audience	+	11 ways to manage difficult behaviour when training
Introduction to Management	=	<i>Coming soon</i> Resilience in self	+	<i>Coming soon</i> Efficient time management & task prioritisation	+	<i>Coming soon</i> How to influence your boss and others

SPECIALIST LEVEL PROGRAMS

VET Administration Specialist	=	Understanding the VET Quality Framework for administration staff	+	Retention of assessments – smart solutions for administrators	+	The role of VET educators and administrators in a digital world
Training & Assessment Specialist	=	Independent validation of assessments	+	Techniques to help you successfully map your assessments	+	Collecting evidence that matters – unpacking the rules
Compliance Specialist	=	Beyond the audit – getting the rectification right	+	Meeting the requirements for issuing AQF qualifications & statement of attainment	+	What are you reporting? Data integrity and performance
E-learning Specialist	=	How to run an interactive webinar	+	Principles and techniques for creating engaging video	+	Creating an e-learning strategy for your RTO
Moodle Specialist	=	Advanced Moodle	+	Lifting the look of courses in Moodle	+	Benchmark your Moodle for good digital practice
Blended Learning Specialist	=	Writing content and activities for engaging self-paced content	+	Managing the risk of using web-based or “Cloud” solutions	+	E-assessments: digital teaching tools for evidence
Marketing Specialist	=	Email marketing – done well, it’s very effective	+	Improving student retention – marketing and education together	+	Brand leverage: how to use your brand for competitive advantage
Management Specialist	=	<i>Coming soon</i> Working smarter	+	<i>Coming soon</i> Building high performing teams	+	<i>Coming soon</i> Building a resilient team

MASTER LEVEL PROGRAMS

Validation	=	Independent validation – the whys and the wise	+	Independent validation – obligations and ideas	+	How to undertake validation scheduling and sampling
VET Administrator	=	Meeting the requirements for issuing AQF qualifications & statement of attainment	+	What are you reporting? Data integrity and performance	+	Credit transfer – a step-by-step guide to good practice
Training & Assessment	=	Good practice in transition management and teach out	+	Credit transfer – a step-by-step guide to good practice	+	RPL – getting it right
Compliance	=	Developing a compliant business improvement process	+	How to add a unit of competency to scope – a practical kit	+	How to develop and implement an internal monitoring system
E-learning	=	Using Captivate or Articulate Storyline to develop self-paced e-learning content	+	E-assessments: digital teaching tools for evidence	+	Strategies for implementing workplace online training
Marketing	=	Using social media ethically and effectively in your training institution	+	Blogging brings business to your institution – but how?	+	Raving fans – have your students do the marketing
Management	=	<i>Coming soon</i> The art of delegation	+	<i>Coming soon</i> Managing internal and external stakeholders	+	<i>Coming soon</i> Leading with resilience