

# Webinar Library

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<b>Administration</b>	
Contributing to quality and compliance with the Standards for administration staff	
What are you reporting? Data integrity and performance	
Meeting the requirements for issuing AQF qualifications and statements of attainment	
Introduction to VET	
Introduction to the Standards for RTOs 2015	
Introduction to ELICOS	
Introduction to VET Quality Framework	
Corporate governance and clearer reporting to the board – agenda and board papers requirements	
<b>Assessment</b>	
Developing assessment tools and using third party evidence (New recording available from 11 October 2017)	
What to look for when selecting third party training and assessment resources	
Techniques for clustering units for delivery and assessment	
Unpacking a training package, units of competency and assessment requirements (New recording available from 6 October)	
Assessment tool validation – one small step in validation, one giant leap towards quality assessment (New recording available from 11 October 2017)	
Validation of assessment – much more than the tools alone (New recording available from 14 November 2017)	
Assessment questions – practical examples of good question design	
Keys to best practice assessment tool design	
Techniques to help you successfully map your assessments	
Developing audit friendly and learner friendly RPL	
Empowering assessors in conducting RPL	
<b>Business and financial management</b>	
Models for enhanced governance in RTOs	
RTO health and performance – gaining insight into your RTO	
Getting more revenue, more quickly from existing capability	
Practical and simple strategies to help you build a better RTO	

<b>Compliance and auditing</b>	
Top compliance challenges for trainers and assessors	
How to manage Volume of Learning requirements	
Models for enhanced governance in RTOs	
Empowering your LMS to develop evidence of student participation	
What to look for when selecting third party training and assessment resources	
Introduction to VET Quality Framework	
Internal auditing – tips and techniques and examples of schedules	
Compliance masterclass – creating an internal monitoring system	
Conducting an internal audit against the Standards	
Are you ready for audit?	
Beyond the audit – responding to non-compliance	
Managing third party arrangements	
Introduction to the Standards for Registered Training Organisations 2015	
Managing transition from superseded training products	
Adding a training product to scope	
RTO and ASQA cooperation and legal obligations	
Managing complaints and appeals – meeting the standards	
<b>E-learning, online and blended learning</b>	
10 ways to build interaction into online learning	
Digital e-learning tools – what’s out there	
Choosing the right learning management system (LMS)	
Online tools - simple and easy tools that can be used to enhance classroom teaching	
How to take existing content and effectively put in online	
Designing online quizzes – do, don’ts and must haves for VET students	
Essential elements for designing blended learning	
Tools to support and build student digital literacy	
Principles and techniques for creating engaging video	
Planning and facilitating successful webinars	
How to run an interactive webinar	
Successful online facilitation techniques	
Writing content for e-learning	
Tools to support and build student digital literacy (recorded April 2016)	
<b>E-learning tools - Moodle</b>	
Moodle from scratch	
Advanced Moodle	
Benchmark your Moodle for good practice in digital learning (recorded March 2016)	
Using Moodle for assessment	
Using Moodle to manage your blended learning	

<b>EAL and ELICOS</b>	
Introduction to ELICOS	
Embedding simple, effective and engaging homework activities into EAL and ELICOS programs	
Let the students do the work! Effective strategies for student-led EAL and ELICOS classrooms	
Helping EAL and ELICOS teachers to work collaboratively	
Teaching tips for increasing participation with English – using group work with EAL and ELICOS students	
Supporting EAL and ELICOS students	
Empowering EAL and ELICOS students with English by using effective classroom activities	
Strategies for preparing engaging EAL and ELICOS excursions	
How to support EAL and ELICOS students learning English – in and out of the classroom	
Teaching English language to mixed ability groups – pitfalls and successes	
Low resource EAL and ELICOS classrooms – getting around the problem (New recording available from 12 October)	
Easy and effective ELICOS and EAL teacher professional development ideas	
Measuring success in EAL and ELICOS teaching. How do we do it effectively? (New recording available from 6 September 20 17)	
How to create and write compliant EAL assessments	
Compliant EAL and ELICOS assessment tools – what to include? (New recording available from 13 September 2017)	
Validating EAL assessments – compliance tips and pitfalls	
Validation with EAL and ELICOS	
Preparing ELICOS and EAL courses for addition to scope	
Preparing an effective EAL scope application – a beginner’s guide	
Apply to add EAL/ELICOS courses to CRICOS	

<b>Ergonomics and OHS</b>	
Ergonomics in the workplace	
Let’s get moving – strategies for moving more and reducing workplace sedentariness	

<b>Foundations skills</b>	
How to assess a unit of competency’s foundation skills	
A common-sense approach to foundation skills in units of competency	
Leading my RTO’s Foundation Skills Frameworks agenda	
Q&A Foundation Skills Frameworks – Let’s talk scenarios for success	
Foundation skills in the workplace - applying foundation skills in the workplace	

*All webinar recordings are \$60 for members and \$88 for non-members.*

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<b>Higher education</b>	
Thinking of becoming a Higher Education Provider – the important issues to consider	
Understanding Higher Education course development, approval and review	
An overview of Higher Education governance	
Enhancing quality assurance in non-university Higher Education Providers (New recording available from 26 September 2017)	
Is your Institution ready for research? Addressing the leadership and management questions	
Developing organisational change in tertiary education	
How to help your students understand academic integrity	
Internal/Institutional quality assurance (IQA)	
Benchmarking for Higher Education – a BIG deal in the new standards	
eLAMP course – how to develop your emerging leaders and managers	
Provider self-assessment – how to conduct an effective self-assessment	
Designing online quizzes for Higher Education students - Do's, don'ts and must haves	
Using an e-portfolio approach in Higher Education to support student reflection, accreditation and integrated learning	
<b>Human resources</b>	
Everyday human resource conversations	
Human resources policies	
Reasonable management action	
Resilience in self	
Staff recruitment	
Succession planning – tips and techniques	
Rating staff performance and development planning	
Preparing for a discussion regarding staff non-performance	
Workplace HR investigations – processes and tips	
Conflict resolution	
Mitigating the risk of unfair dismissal	
Why it is important for managers to effectively coach on non-performance and the legal ramifications if they don't	
Workplace discrimination, harassment and bullying: what managers need to know	
Ergonomics in the workplace	
Communication toolkit – improve your team's way of communicating and working	
WHS due diligence and strategic WHS risk management	
<b>Industry engagement</b>	
Getting industry engagement right – a blueprint for success	
How to make partnerships work for you	
Making the most of your volunteers by developing, supporting and managing them well	

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<b>Intro series</b>	
Introduction to VET	
Introduction to VET Quality Framework	
Introduction to the Standards for RTOs 2015	
Introduction to ELICOS	
Introduction to international education and Free Trade Agreements	
Build a bridge to success: Language, literacy and numeracy support (Introduction)	
Introduction to industry event networking etiquette	
Introduction to LinkedIn – how to optimise your profile	
Introduction to LinkedIn for business (New recording available from 21 November 2017)	
Introduction to Facebook for business (New recording available from 17 October 2017)	
<b>IT</b>	
What is cybersecurity and how does it affect your organization	
Why is Google Chrome killing off Flash	

<b>International</b>	
Introduction to international education and Free Trade Agreements	
Supporting and meeting the needs of international students: meeting the standards before and after they arrive	
Dealing with culture shock in offshore staff and onshore international students	
Working off-shore - supporting your trainers and assessors to be successful	
Planning to do or expand your business overseas? Things you need to know	
Teaching English language to mixed ability groups – pitfalls and successes	
<b>LLN</b>	
A rapid refresher on the ACSF	
Standard 1 and LLN - has your RTO got what it takes	
Build a bridge to success: Language, literacy and numeracy support (introduction)	
Build a bridge to success: Language, literacy and numeracy support (masterclass)	
How to effectively embed LLN support into VET courses	
How to embed LLN testing into your RTO's practice	
<b>Legal and risk management</b>	
WHS due diligence and strategic WHS risk management	
Models for enhanced governance in RTOs	
Meeting the requirements for issuing AQF qualifications and statements of attainment	

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<b>Management and leadership</b>	
Making the most of your leadership style using Myer-Briggs	
Introduction to running effective meetings for emerging leaders	
Eight-point empowering leadership	
Efficient time management and task prioritisation	
Managing upwards	
Manage simple projects	
The art of delegation	
Building high performing teams	
Communication toolkit – improve your team’s way of communicating and working	
Leading with resilience	
Introduction to providing feedback	
Managing internal and external stakeholders	

<b>Marketing</b>	
How to develop a content marketing strategy for your business	
Converting student enquiries into enrolments	
Take your first steps toward a sustainable enrolment model	
Effective lead nurture strategies that convert prospective students and current students	
How to tap into new markets	
How to develop an ideal client profile to improve your social media marketing activity focus	
How to claim your organisations real estate on LinkedIn with a company page	
Marking online - tips and tricks to provide better student feedback	
<b>Social media and networking</b>	
Converting your online leads into prospective students	
Developing a social media strategy	
How to develop an ideal client profile to improve your social media marketing activity focus	
How to develop a social media plan for your business (available 19 September 2017)	
Using social media to attract new students and gain loyal followers	
Introduction to LinkedIn – how to optimise your profile	
Daily networking rituals on LinkedIn to keep you top of mind with your connections	
Introduction to publishing on LinkedIn for thought leadership	
How to claim your organisations real estate on LinkedIn with a company page	
How to post content from your organisations LinkedIn page	
Introduction to industry event networking etiquette	
How to blend your face-to-face and online networking efforts	
Using social media to engage learners, create communities of practice and grow your alumni (New recording available from 15 November 2017)	
Introduction to LinkedIn for business (New recording available from 21 November 2017)	
Introduction to Facebook for business (New recording available from 17 October 2017)	

<b>Staff and student well-being</b>	
Self-awareness for happiness, balance and success	
How is your mental health – understanding anxiety and depression	
Addressing stress, anxiety and mental health among learners and staff through	
<b>Supporting learners</b>	
Building confidence in enrolling learners with disability	
Autism spectrum basics for RTOs	
Creating an inclusive learning environment for LGBTIQ learners	
Supporting students with a disability by creating an inclusive learning environment	
How to help your students understand academic integrity	
<b>Training</b>	
Clustering units for delivery and assessment	
Managing training across different generations	
Techniques for clustering units for delivery and assessment	
Informal learning and VET	
What are skill sets and how do they work?	
<b>Training techniques</b>	
Essential interpersonal skills for trainers	
Creating more powerful slide presentations	
Engaging writing strategies	
12 ways to provide better feedback	
11 ways to manage difficult behaviours in the training room	
Training games to support learning transfer	
Effective training techniques –how to use CORE – Closers, Openers, Revisitors and Energisers	
Nine ways to attract and maintain the attention of your audience	
How to create a soundtrack for learning (New recording available 6 November 2017)	
Seven ways to get your audience back on time	
Managing training across different generations	
How to create resources that help the learning stick	
Engaging training - Structuring your content	
Engaging training - How to get people onsite...FAST!	
Engaging training – Debriefing for maximum impact	
Engaging training - Designing activities	
Engaging training – Reduce PPT and increase engagement	
Online tools – simple and easy tools that can be used to enhance teaching in the classroom	

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Quality series	
Quality in training	
Quality in assessment	
Quality engagement with stakeholders	
Quality for students	

Validation	
Validation – the requirements and how to effectively implement them	
Validating training and assessment with industry	
Validation – using online tools to support the validation process	
Assessment tool validation – one small step in validation, one giant leap towards quality assessment (New recording available from 11 October 2017)	
Validation of assessment – much more than the tools alone (New recording available from 14 November 2017)	
Validation scheduling and sampling	

9B compliance - complimentary webinars for ACPET members	
9B Part 1 of 4 – Introduction for beginners	
9B Part 2 of 4 – How to avoid \$100K's of extra 9b compliance costs	
9B Part 3 of 4 – What to look out for to maximise your ROI	
9B Part 4 of 4 – Masterclass	

## Community of Practice Forums

ACPET recognises the need for professionals to engage, discuss topics of interest and exchange ideas. We have created Communities of Practice via ACPET's PD LinkedIn group to provide an opportunity for professionals to meet to discuss, share resources and learn from each other.

Four ACPET Communities of Practice groups are in operation:

- [LLN and Foundation Skills](#)
- [Assessment](#)
- [EAL & ELICOS](#)
- [Online Learning](#)

We look forward to meeting with you on our Communities of Practice groups, and welcome your contribution to our discussion forums.