### Administration
- Understanding the VET Quality Framework for administration staff
- Retention of assessments - smart solutions for busy RTO administrators
- What are you reporting? Data integrity and performance
- Meeting the requirements for issuing AQF qualifications and statements of attainment
- Meeting the standard – ensuring each learner is properly informed and protected
- Introduction to the Standards 2015
- Introduction to CRICOS
- Introduction to ELICOS
- Introduction to VET
- The role of VET educators and administrators in a digital world
- Addressing stress, anxiety and mental health among learners and staff through mindfulness

### Business and financial management
- Financial flexibility - changing your RTO's financial structure to survive and thrive
- Getting more revenue, more quickly from existing capability
- RTO financial management: making it easy
- VET FEE HELP for accountants
- Applying for VET FEE HELP/FEE HELP

### Compliance
- Top RTO non-compliances and how to avoid them
- Top compliance challenges for trainers and assessors
- Top 10 non-compliances for CRICOS providers
- Internal audits - how to plan and conduct them successfully
- Compliance Masterclass – creating an internal monitoring system
- Managing compliance with ESOS and TPS
- Are you ready for audit?
- Beyond the audit: getting the rectification right
- Standards for Registered Training Organisations 2015
- Training and assessment – a practical approach to achieving compliance
- Elements of a compliant TAS
- Volume of learning and amount of training - introduction
- Developing a compliant business improvement process
- Good practice - how to add a unit of competency or course to Scope – a practical kit
- Do you have 9b compliance for your RTO premises?
- Understanding risk and building a risk register
- Meeting the standard – ensuring each learner is properly informed and protected
- What are you reporting? Data integrity and performance

### E-learning
- Digital e-learning tools - what's out there?
- Principles and techniques for creating engaging video
- Using Captivate or Articulate Storyline to develop self-paced e-learning content
- Creating an e-learning strategy for your RTO
- Strategies for implementing workplace online training
E-learning tools - Moodle

Moodle from scratch
Advanced Moodle
Lifting the look of courses in Moodle
Using Moodle for assessment
Build a learning resource in Captivate
Using Moodle to manage your blended learning

Online and blended learning

What is blended learning?
What makes a great blended learning trainer and academic?
Creating an e-learning strategy for your RTO
Writing content for e-learning
Strategies for implementing workplace online training
How to run an interactive webinar
E-assessments: digital teaching tools for evidence
Managing the risk of using web-based or ‘Cloud’ business solutions
Copyright in e-learning - what you need to know

Education agents and brokers

Educational brokers – the good, the bad and the ugly
Implementing responsible good practice in engaging education agents
ACPET’s Code of Ethics and Code of Practice for members

Foundations Skills

Foundation skills in the workplace applying foundation skills in the workplace

Higher Education

Thinking of becoming a Higher Education provider – the important issues to consider
Applying for FEE HELP
Enhancing quality assurance in non-university higher education providers

International

Introduction to CRICOS
CRICOS for schools
Meeting the CRICOS standards
Top 10 non-compliances for CRICOS providers
Volume of learning and amount of training – CRICOS model
Introduction to ELICOS
Preparing ELICOS and EAL courses for accreditation and addition to scope
Dealing with culture shock in offshore staff and onshore international students
Identifying and meeting the needs of international students
Working off-shore - supporting your trainers and assessors to be successful
Planning to do or expand your business overseas

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### Intro series
- Introduction to VET
- Introduction to the Standards 2015
- Introduction to ELICOS
- Introduction to CRICOS
- Understanding the VET Quality Framework for administration staff

### LLN
- Integrate numeracy support into your vocational delivery and assessment

### Legal and risk management
- Understanding risk and building a risk register
- Managing the risk of using web-based or ‘Cloud’ business solutions
- WHS due diligence and strategic WHS risk management
- What are you reporting? Data integrity and performance
- Meeting the requirements for issuing AQF qualifications and statements of attainment
- Meeting the standard – ensuring each learner is properly informed and protected

### Marketing
- Email marketing - done well, it’s still very effective
- Digital marketing makeover for RTOs – using digital marketing for better business
- Branding leverage – wow to use your brand for competitive advantage and profit
- Developing a digital strategy focused on converting enquiries into enrolments
- Converting student enquiries into enrolments
- Online advertising - Dos, Don’t and How-tos
- How to tap into new markets
- Improving student retention for potential profits - marketing and education together
- What does your website say about you?
- Improving your online professional profile
- Raving fans - have your students do the marketing
- Feedback and evaluation – the opportunity to promote outcomes & benefits to enterprise clients

### Social media and online
- Blogging brings business to your institution - but how?
- Communicating effectively online in a social media obsessed world
- Converting your online leads into prospective students
- Developing a social media strategy
- Social media tools for training – Facebook and Twitter
- Social media: LinkedIn & Pinterest
- Social media: YouTube and Flickr
- Using social media ethically and effectively in your training institution
- The role of VET educators and administrators in a digital world
- The Cloud and more - understanding Its potential
- Implementing online customer service strategies

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### Supporting learners
- Building confidence in enrolling learners with disability
- New perspectives on VET - the brain and new age learning
- Addressing stress, anxiety and mental health among learners and staff through mindfulness

### Human resources and staff well being
- WHS due diligence and strategic WHS risk management
- Addressing stress, anxiety & mental health among learners & staff through mindfulness practice

### Validation
- Independent validation – what are the requirements?
- Independent validation - the whys and the wise
- Independent validation of assessment - obligations and ideas for RTOs
- How to undertake validation scheduling and sampling

### Training and assessment
- Unpacking a training package
- Unpacking a training package, units of competency and assessment requirements
- Volume of learning and amount of training - introduction
- Collecting evidence that matters - unpacking the rules of evidence
- Learning and assessment material - how do I customise for my client group
- Techniques to help you successfully map your assessments
- Retention of assessments - smart solutions for busy RTO administrators
- Independent validation of assessment - obligations and ideas for RTOs
- Using micro-case studies as tools in VET training and assessment
- Strategies for implementing workplace online training
- Informal learning and VET
- What are skill sets and how do they work?
- Transition management and teach out - a step by step procedure for RTO good practice

### Working with industry
- How to set up a successful partnership agreement
- Interested in delivering Australian apprenticeships?
- Induction programs for client enterprises: an RTO business and training opportunity

### Miscellaneous
- ACPET’s Code of Ethics and Code of Practice for members
- Preparing to lodge a successful training award application

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