## 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
- RTO and ASQA cooperation and legal obligations
- USI Webinar
- Corporate governance and clearer reporting to the board – agenda and board papers

## Assessment

- Quality in assessment – the quality series
- Clustering units for delivery and assessment
- Facts and myths about newly redesigned units of competency and assessment requirements
- Techniques for clustering units for delivery and assessment
- Creating assessments – a beginners guide (3 part webinar series)
- Assessment questions – practical examples of good question design
- 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
- How to create and write compliant EAL assessments
- Unpacking a training package, units of competency and assessment requirements
- Top compliance challenges for trainers and assessors
- Training and assessment – a practical approach to achieving compliance
- Elements of a quality training and assessment system
- Elements of a compliant TAS
- Empowering assessors in conducting RPL
- RPL – getting it right

## Business and financial management

- Financial flexibility – changing your RTO’s financial structure to survive and thrive
- Getting more revenue, more quickly from existing capability
- Practical and simple strategies to help you build a better RTO
- RTO financial management: making it easy

## CRICOS

- Introduction to CRICOS
- CRICOS for schools
- Meeting the CRICOS standards
- Applying to add ELICOS courses to CRICOS
- Creating a schedule of CRICOS reporting requirements
- CRICOS providers – guidance on good practices

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## Compliance

<table>
<thead>
<tr>
<th>Understanding the VET Quality Framework</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standards for Registered Training Organisations 2015</td>
</tr>
<tr>
<td>Getting the amount of training right for quality and compliance</td>
</tr>
<tr>
<td>Introduction to Standards for RTOs</td>
</tr>
<tr>
<td>Top compliance challenges for trainers and assessors</td>
</tr>
<tr>
<td>Top 10 non-compliances for CRICOS providers</td>
</tr>
<tr>
<td>Conducting an internal audit against the Standards</td>
</tr>
<tr>
<td>Compliance masterclass – creating an internal monitoring system</td>
</tr>
<tr>
<td>Managing compliance with ESOS and TPS</td>
</tr>
<tr>
<td>Meeting Standard 1 – A guide for RTO’s</td>
</tr>
<tr>
<td>Are you ready for audit?</td>
</tr>
<tr>
<td>Beyond the audit: getting the rectification right</td>
</tr>
<tr>
<td>How to approach a rectification audit</td>
</tr>
<tr>
<td>Training and assessment – a practical approach to achieving compliance</td>
</tr>
<tr>
<td>Elements of a compliant TAS</td>
</tr>
<tr>
<td>Volume of learning and amount of training - introduction</td>
</tr>
<tr>
<td>Good practice - how to add a unit of competency or course to scope – a practical kit</td>
</tr>
<tr>
<td>Understanding risk and building a risk register</td>
</tr>
<tr>
<td>Meeting the standard – ensuring each learner is properly informed and protected</td>
</tr>
<tr>
<td>Managing transition from superseded training products</td>
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<tr>
<td>What are you reporting? Data integrity and performance</td>
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<tr>
<td>USI webinar</td>
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<tr>
<td>RTO and ASQA cooperation and legal obligations</td>
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<tr>
<td>Managing complaints and appeals – meeting the standards</td>
</tr>
</tbody>
</table>

## E-learning, online and blended learning

| 10 ways to build interaction into online learning |
| Digital e-learning tools – what’s out there |
| Using Google to successfully deliver and manage blended learning |
| Empowering your online learning on a budget - free online tools to enhance learning |
| How to take existing content and effectively put in online |
| Designing online quizzes – do, don’ts and must haves for VET students |
| Creating an e-learning strategy for your RTO |
| Essential elements for designing blended learning |
| Principles and techniques for creating engaging video |
| Using Captivate or Articulate Storyline to develop self-paced e-learning content |
| Strategies for implementing workplace online training |
| Planning and facilitating successful webinars |
| Copyright in e-learning - what you need to know |
| E-assessments: digital teaching tools for evidence |
| How to run an interactive webinar |
| Designing online quizzes for Higher Education students: Do’s, don’ts and must haves |
| Successful online facilitation techniques |
| Writing content for e-learning |
| Tools to support and build student digital literacy |

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### E-learning tools - Moodle

<table>
<thead>
<tr>
<th>Topic</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Moodle</td>
<td></td>
</tr>
<tr>
<td>Build a learning resource in Captivate</td>
<td></td>
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<tr>
<td>Evaluate your students Moodle experience</td>
<td></td>
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<tr>
<td>Lifting the look of courses in Moodle</td>
<td></td>
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<tr>
<td>Moodle from scratch</td>
<td></td>
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<tr>
<td>Using Moodle for assessment</td>
<td></td>
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<tr>
<td>Using Moodle to manage your blended learning</td>
<td></td>
</tr>
<tr>
<td>Tools to support and build student digital literacy</td>
<td></td>
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</tbody>
</table>

### EAL and ELICOS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to ELICOS</td>
<td></td>
</tr>
<tr>
<td>Teaching English language to mixed ability groups – pitfalls and successes</td>
<td></td>
</tr>
<tr>
<td>Teaching tips for increasing participation with English – using group work with EAL and ELICOS students</td>
<td></td>
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<tr>
<td>Supporting EAL and ELICOS students</td>
<td></td>
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<tr>
<td>Empowering EAL and ELICOS students with English by using effective classroom activities</td>
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<tr>
<td>Strategies for preparing engaging EAL and ELICOS excursions</td>
<td></td>
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<tr>
<td>How to boost EAL and ELICOS students learning English – in and out of the classroom</td>
<td></td>
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<tr>
<td>Preparing ELICOS and EAL courses for accreditation and addition to scope</td>
<td></td>
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<tr>
<td>Preparing an effective EAL scope application – a beginners guide (22 November 2016)</td>
<td></td>
</tr>
<tr>
<td>How to create and write compliant EAL assessments (23 November 2016)</td>
<td></td>
</tr>
<tr>
<td>Validation with EAL and ELICOS</td>
<td></td>
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<tr>
<td>Planning to add EAL to your scope</td>
<td></td>
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</tbody>
</table>

### Education agents and brokers

<table>
<thead>
<tr>
<th>Topic</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational brokers – the good, the bad and the ugly</td>
<td></td>
</tr>
<tr>
<td>In conversation with the ACPET CEO – Education Brokers (March 2016)</td>
<td></td>
</tr>
<tr>
<td>Implementing responsible good practice in engaging education agents</td>
<td></td>
</tr>
<tr>
<td>ACPET’s Code of Ethics and Code of Practice for members</td>
<td></td>
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</tbody>
</table>

### Foundations skills

<table>
<thead>
<tr>
<th>Topic</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leading my RTO’s Foundation Skills Frameworks agenda</td>
<td></td>
</tr>
<tr>
<td>Q&amp;A Foundation Skills Frameworks – Let’s talk scenarios for success</td>
<td></td>
</tr>
<tr>
<td>Foundation skills in the workplace - applying foundation skills in the workplace</td>
<td></td>
</tr>
</tbody>
</table>

### Higher education

<table>
<thead>
<tr>
<th>Topic</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is your Institution ready for research? Addressing the leadership and management questions</td>
<td></td>
</tr>
<tr>
<td>Internal/Institutional quality assurance (IQA)</td>
<td></td>
</tr>
<tr>
<td>Benchmarking for Higher Education – a BIG deal in the new standards</td>
<td></td>
</tr>
<tr>
<td>Corporate governance and clearer reporting to the board</td>
<td></td>
</tr>
<tr>
<td>National progress on policy – where is it at? Peter Noonan (18 November 2016)</td>
<td></td>
</tr>
<tr>
<td>eLAMP – how to develop your emerging leaders and managers</td>
<td></td>
</tr>
<tr>
<td>Thinking of becoming a Higher Education provider – the important issues to consider</td>
<td></td>
</tr>
<tr>
<td>Provider self-assessment – how to conduct an effective self-assessment</td>
<td></td>
</tr>
<tr>
<td>Designing online quizzes for Higher Education students: Do’s, don’ts and must haves</td>
<td></td>
</tr>
<tr>
<td>Using an e-portfolio approach in Higher Education to support student reflection, accreditation and integrated learning</td>
<td></td>
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<tr>
<td>Enhancing quality assurance in non-university higher education providers</td>
<td></td>
</tr>
</tbody>
</table>

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### Human resources
- 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
- WHS due diligence and strategic WHS risk management

### Industry engagement
- 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
- Quality engagement with stakeholders – the quality series

### International
- Supporting international students – meeting the standards before and after they arrive
- 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? Things you need to know
- In conversation with the ACPET CEO (May 2016)
- Teaching English language to mixed ability groups – pitfalls and successes
- Introduction to ELICOS
- Compliant EAL assessment – it’s not as hard as it seems!
- Validation with EAL and ELICOS
- Planning to add EAL to your scope
- Preparing ELICOS and EAL courses for accreditation and addition to scope

### Intro series
- Understanding the VET Quality Framework
- Introduction to Standards for RTOs
- Introduction to ELICOS
- Introduction to CRICOS

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### LLN

- Integrate numeracy support into your vocational delivery and assessment
- A refresher on the ACSF
- How to effectively embed LLN support into VET courses
- How to embed LLN testing into your RTO’s practice
- How to get your own VFH LLN testing tool approved
- Teaching English language to mixed ability groups – pitfalls and successes
- VFH LLN Q&A with VFH branch representatives

### 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

### Management and leadership

- Conflict resolution – achieving a positive outcome
- Efficient time management and task prioritisation
- Managing upwards
- Manage simple projects
- The art of delegation
- Building high performing teams
- Resilience in self
- Leading with resilience
- eLAMP – how to develop your emerging leaders and managers
- Managing internal and external stakeholders

### 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
- How to tap into new markets
- Marking online - tips and tricks to provide better student feedback
- 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

### ACPET Member webinars – complimentary to members

- Benefits and obligations of tuition assurance – what it means for me
- Data#3 – IT services and consortia offerings
- Paddl presentation to members

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### Social media and online
- Blogging brings business to your institution – but how?
- Converting your online leads into prospective students
- Developing a social media strategy
- Social media tools for training – Facebook and Twitter
- Social media: LinkedIn and Pinterest
- Using social media ethically and effectively in your training institution
- The Cloud and more – understanding its potential

### Student participation
- Strategies for increasing student participation and completion rates
- How to increase student engagement and support using crowd support software
- Effective training techniques – understanding how to use CORE – closers, openers, revisitors and energisers
- Nine ways to attract and maintain the attention of your audience
- Eleven ways to manage difficult behaviours in the training room
- Seven ways to get your audience back on time
- Training games to support learner transfer

### Staff and student well being
- Self-awareness for happiness, balance and success
- Addressing stress, anxiety and mental health among learners and staff through mindfulness practice

### Supporting learners
- Building confidence in enrolling learners with disability
- Autism spectrum basics for RTOs
- Supporting students with a disability by creating an inclusive learning environment
- How to support students with hearing loss and deafness
- Supporting international students
- Strategies for increasing student participation and completion rates
- Tools to support and build student digital literacy

### Training
- Getting the amount of training right for quality and compliance
- Volume of learning and amount of training - introduction
- Facts and myths about newly redesigned units of competency and assessment requirements
- Clustering units for delivery and assessment
- Techniques for clustering units for delivery and assessment
- Learning and assessment material - how do I customise for my client group
- Managing transition from superseded training products
- Cut to the chase: What you need to know about the new arrangements for training packages
- 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?
- Investigating quality teaching in the Victorian VET sector – outcomes of the research project
- Transition management and teach out - a step by step procedure for RTO good practice

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### Training packages

- Cut to the chase: What you need to know about the new arrangements for training packages
- Facts and myths about newly redesigned units of competency and assessment requirements
- Understanding the new TAE package

### Training techniques

- 11 ways to manage difficult behaviours in the training room
- Training games to support learning transfer
- Effective training techniques – understanding how to use CORE – Closers, Openers, Revisiters & Energisers
- Nine ways to attract and maintain the attention of your audience
- Seven ways to get your audience back on time

### Quality series

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

### Validation

- Validation – an introduction for complete beginners
- Validation – what are the requirements?
- Validation – the requirements and how to effectively implement them
- Validation – a practical guide for incorporating into practice
- Validating training and assessment with industry
- Validation – using online tools to support the validation process
- Validation with EAL and ELICOS
- 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

### Miscellaneous - complimentary webinars for ACPET members

- ACPET’s Code of Ethics and Code of Practice for members
- Benefits and obligations of tuition assurance – what it means for me
- Preparing to lodge a successful training award application

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**Suggestions for PD?**

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- A blended learning model consisting of three webinars, reflective learning questions, research questions and links to further information.
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**INTRODUCTORY LEVEL PROGRAMS**

- Introduction to Management Skills
- Introduction to Training Techniques
- Introduction to Supporting Students
- Introduction to Human Resources
- Introduction to Blended Learning
- Introduction to E-learning
- Introduction to Moodle
- Introduction to Marketing
- Introduction to ELICOS
- Introduction to International Students
- Introduction to International Compliance
- Introduction to Education Brokers
- Introduction to VET
- Introduction to Training & Assessment
- Introduction to VET Compliance

**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

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