ACPET Webinar Library

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	

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

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Compliance

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Managing transition from superseded training products	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

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

Advanced Moodle	
Build a learning resource in Captivate	
Evaluate your students Moodle experience	
Lifting the look of courses in Moodle	
Moodle from scratch	
Using Moodle for assessment	
Using Moodle to manage your blended learning	
Tools to support and build student digital literacy	

EAL and ELICOS

Introduction to ELICOS	
Teaching English language to mixed ability groups – pitfalls and successes	
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 boost EAL and ELICOS students learning English – in and out of the classroom	
Preparing ELICOS and EAL courses for accreditation and addition to scope	
Preparing an effective EAL scope application – a beginners guide (22 November 2016)	
How to create and write compliant EAL assessments (23 November 2016)	
Validation with EAL and ELICOS	
Planning to add EAL to your scope	

Education agents and brokers

Educational brokers – the good, the bad and the ugly	
In conversation with the ACPET CEO – Education Brokers (March 2016)	
Implementing responsible good practice in engaging education agents	
ACPET's Code of Ethics and Code of Practice for members	

Foundations skills

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	

Higher education

Is your Institution ready for research? Addressing the leadership and management questions	
Internal/Institutional quality assurance (IQA)	
Benchmarking for Higher Education – a BIG deal in the new standards	
Corporate governance and clearer reporting to the board	
National progress on policy – where is it at? Peter Noonan (18 November 2016)	
eLAMP – how to develop your emerging leaders and managers	
Thinking of becoming a Higher Education provider – the important issues to consider	
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	
Enhancing quality assurance in non-university higher education providers	

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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, revisiters 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	

Webinar recordings are $60 for members and $88 for non-members

To purchase a webinar recording please call 03 9412 5924 or email pd@acpet.edu.au

Suggestions for PD?

ACPET PD is always keen to hear your suggestions for new topics. Let us know your ideas by contacting pd@acpet.edu.au or calling 03 9412 5900.

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, 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 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	

For more information visit www.acpet.edu.au or email pd@acept.edu.au or call 03 9412 5900