

ACPET Webinar Library

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Administration

Understanding the VET Quality Framework for administration staff	
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 ELICOS	
RTO and ASQA cooperation and legal obligations	
Corporate governance and clearer reporting to the board – agenda and board papers	

Assessment

Quality in assessment – the quality series	
Keys to best practice assessment tool design (16 June 2017)	
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	
Techniques to help you successfully map your assessments	
How to create and write compliant EAL assessments	
Developing audit friendly and lea	
Empowering assessors in conducting RPL	

Business and financial management

Financial flexibility – changing your RTO's financial structure to survive and thrive	
RTO health and performance – gaining insight into your RTO (12 April 2017)	
Getting more revenue, more quickly from existing capability	
Practical and simple strategies to help you build a better RTO	
Skills First – best practice for data management (VIC)	
How to effectively manage Smart and Skilled financial caps (NSW)	

CRICOS

Applying to add ELICOS courses to CRICOS	
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Compliance

Annual declaration requirements	
Internal auditing – tips and techniques and examples of schedules	
How to manage Volume of Learning requirements (5 May 2017)	
Managing third party arrangements	
ASQAs new risk audit model	
Standards for Registered Training Organisations 2015	
Conducting an internal audit against the Standards	
Compliance masterclass – creating an internal monitoring system	
Meeting Standard 1 – A guide for RTO's	
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Managing transition from superseded training products	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	
RTO and ASQA cooperation and legal obligations	
Managing complaints and appeals – meeting the standards	
Validating EAL assessments – compliance tips and pitfalls (27 April 2017)	

E-learning, online and blended learning

10 ways to build interaction into online learning	
Online tools – simple and easy tools that can be used to enhance teaching in the classroom (7 April 2017)	
Digital e-learning tools – what's out there (recorded October 2016)	
Using Google to successfully deliver and manage blended learning (recorded September 2016)	
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	
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 (recorded April 2016)	

E-learning tools - Moodle

Advanced Moodle	
Benchmark your Moodle for good practice in digital learning (recorded March 2016)	
Moodle from scratch	
Using Moodle for assessment	
Using Moodle to manage your blended learning	

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EAL and ELICOS

Introduction to ELICOS	
Embedding simple, effective and engaging homework activities into EAL and ELICOS programs	
Monitoring EAL and ELICOS student satisfaction and acting on feedback received to improve the English department operations and course delivery (29 June 2017)	
Helping EAL and ELICOS teachers to work collaboratively	
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	
Engaging writing strategies for unmotivated EAL and ELICOS students (25 May 2017)	
Preparing ELICOS and EAL courses for accreditation and addition to scope	
Validating EAL assessments – compliance tips and pitfalls (27 April 2017)	
Preparing an effective EAL scope application – a beginners guide	
How to create and write compliant EAL assessments	
Validation with EAL and ELICOS	
Planning to add EAL to your scope	
Apply to add EAL/ELICOS courses to CRICOS	

Education agents and brokers

In conversation with the ACPET CEO – Education Brokers (March 2016)	
Implementing responsible good practice in engaging education agents	

Ergonomics and OHS

Ergonomics in the workplace	
Let's get moving – strategies for moving more and reducing workplace sedentariness (9 May 2017)	

Foundations skills

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	

Higher education

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 – 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	

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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	
How is your mental health – understand anxiety and depression (10 April 2017)	
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 (29 March 2017)	
Workplace discrimination, harassment and bullying: what managers need to know	
Let's get moving – strategies for moving more and reducing workplace sedentariness (9 May 2017)	
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

Introduction to international education and Free Trade Agreements	
Supporting & meeting the needs of international students: meeting the standards before & 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	
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

Introduction to ELICOS	
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LLN

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	
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

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	
Workplace discrimination, harassment and bullying: what managers need to know	
Making the most of your leadership style	
Efficient time management and task prioritisation	
Managing upwards	
Manage simple projects	
The art of delegation	
Building high performing teams	
Introduction to providing feedback for emerging leaders (25 May 2017)	
Why it is important for managers to effectively coach on non-performance and the legal ramifications if they don't (29 March 2017)	
Creating high performance communication culture (10 April)	
Communication toolkit – improve your team's way of communicating and working	
Resilience in self	
Leading with resilience	
eLAMP – how to develop your emerging leaders and managers	
Managing internal and external stakeholders	

Marketing

Converting student enquiries into enrolments	
How to tap into new markets	
Marketing online - tips and tricks to provide better student feedback	

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Social media and networking

Raise your profile within your industry using LinkedIn	
Introduction to LinkedIn – how to optimise your profile	
Introduction to publishing on LinkedIn for thought leadership (4 May 2017)	
Daily networking rituals on LinkedIn to keep you top of mind with your connections (6 April 2017)	
How to post content from your organisations LinkedIn page (20 June 2017)	
How to claim your organisations real estate on LinkedIn with a company page (8 June 2017)	
How to blend your face-to-face and networking efforts	
Introduction to industry event networking etiquette (21 April 2017)	
Blogging brings business to your institution – but how?	
Converting your online leads into prospective students	
Developing a social media strategy	

Student participation

Strategies for increasing student participation and completion rates	
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Staff and student well being

Self-awareness for happiness, balance and success	
How is your mental health – understand anxiety and depression (10 April 2017)	
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	
How is your mental health – understand anxiety and depression (10 April 2017)	
Supporting students with a disability by creating an inclusive learning environment	
How to support students with hearing loss and deafness	
Strategies for increasing student participation and completion rates	
How to help your students understand academic integrity	
Tools to support and build student digital literacy	

Training

Clustering units for delivery and assessment	
How to manage Volume of Learning requirements (5 May 2017)	
Techniques for clustering units for delivery and assessment	
Managing transition from superseded training products	
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	

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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, Revisitors & Energisers	
Nine ways to attract and maintain the attention of your audience	
Seven ways to get your audience back on time	
Creating more powerful slide presentations (26 May 2017)	
How to create resources that help the learning stick (26 May 2017)	
Managing training across different generations (5 May 2017)	
Structuring your content (3 April 2017)	
How to get people onside...FAST!	
Designing activities (10 April 2017)	
Debriefing for maximum impact (8 May 2017)	
Reduce PowerPoint and increase engagement (5 June 2017)	
Online tools – simple and easy tools that can be used to enhance teaching in the classroom (7 April 2017)	

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	
Validation with EAL and ELICOS	
Validating EAL assessments – compliance tips and pitfalls (27 April 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	

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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@accept.edu.au or call 03 9412 5900