

Webinar Library

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Administration

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| 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 | |
| Understanding the VET Quality Framework (available from 19 August 2017) | |
| Corporate governance and clearer reporting to the board – agenda and board papers | |

Assessment

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| Developing audit friendly and learner friendly RPL | |
| Developing assessment tools (available from 11 October 2017) | |
| What to look for what selecting third party training & assessment resources (available 4 Aug 17) | |
| Techniques for clustering units for delivery and assessment | |
| Unpacking a training package, units of competency and assessment requirements (6 October) | |
| Assessment tool validation – one small step in validation, one giant leap towards quality assessment (available 11 October 2017) | |
| Validation of assessment – much more than the tools alone (available from 14 November 2017) | |
| Creating assessments – a beginner’s guide (3-part webinar series) Part 1, Part 2, Part 3 | |
| Assessment questions – practical examples of good question design | |
| Keys to best practice assessment tool design | |
| Techniques to help you successfully map your assessments | |
| Empowering assessors in conducting RPL | |

Business and financial management

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| 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 | |

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Compliance and auditing

| | |
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| Top compliance challenges for trainers and assessors (available from 22 July 2017) | |
| How to manage Volume of Learning requirements | |
| Models for enhanced governance in RTOs (available from 19 July 2017) | |
| Empowering your LMS to develop evidence of student participation | |
| What to look for what selecting third party training & assessment resources (available 4 Aug 17) | |
| Understanding the VET Quality Framework (available from 19 August 2017) | |
| 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? (available from 5 August 2017) | |
| Beyond the audit – responding to non-compliance (available from 5 August 2017) | |
| Managing third party arrangements | |
| Standards for Registered Training Organisations 2015 | |
| Managing transition from superseded training products | |
| Adding a training product to scope (available from 22 July 2017) | |
| RTO and ASQA cooperation and legal obligations | |
| Managing complaints and appeals – meeting the standards | |

E-learning, online and blended learning

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| 10 ways to build interaction into online learning | |
| Choosing the right learning management system (LMS) | |
| Online tools – simple and easy tools that can be used to enhance teaching in the classroom | |
| 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) | |

E-learning tools - Moodle

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| 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 | |

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EAL and ELICOS

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| 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 (available from 12 October) | |
| Easy to implement and effective ELICOS and EAL teacher professional development ideas (8 August 2017) | |
| Measuring success in EAL and ELICOS teaching. How do we do it effectively? (Available from 6 Sept 17) | |
| How to create and write compliant EAL assessments | |
| Compliant EAL and ELICOS assessment tools – what to include? (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 | |

Ergonomics and OHS

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| Ergonomics in the workplace | |
| Let’s get moving – strategies for moving more and reducing workplace sedentariness | |

Foundations skills

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| 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

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| Thinking of becoming a Higher Education Provider – the important issues to consider | |
| Understanding Higher Education course development, approval and review (available from 14 August) | |
| An overview of Higher Education governance | |
| Enhancing quality assurance in non-university Higher Education Providers (available from 26 Sept 17) | |
| 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 | |
| lamp – 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 | |

Human resources

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| 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 | |

Industry engagement

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| 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 | |

Intro series

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| Introduction to VET | |
| Understanding the VET Quality Framework (available from 19 August 2017) | |
| 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 (available from 21 November 2017) | |
| Introduction to Facebook for business (available from 17 October 2017) | |

IT

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| What is cybersecurity and how does it affect your organization | |
| Why is Google Chrome killing off Flash | |

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International

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| 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 | |

LLN

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| 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 | |

Legal and risk management

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| 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 | |
| Meeting the standard – ensuring each learner is properly informed and protected | |

Management and leadership

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| Making the most of your leadership style using Myer-Briggs | |
| 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 | |

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Marketing

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| How to develop a content marketing strategy for your business (available from 15 August 2017) | |
| 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 (25 July 17) | |
| How to claim your organisations real estate on LinkedIn with a company page | |
| Marking online - tips and tricks to provide better student feedback | |

Social media and networking

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| 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 (25 July 17) | |
| 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 (available from 11 August 2017) | |
| 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 (15 Nov) | |
| Introduction to LinkedIn for business (available from 21 November 2017) | |
| Introduction to Facebook for business (available from 17 October 2017) | |

Staff and student well-being

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| 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 mindfulness practice | |

Supporting learners

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| 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 | |

Training

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| 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? | |

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Training techniques

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| Essential interpersonal skills for trainers (available from 14 July 2017) | |
| 12 ways to provide better feedback (available from 19 August 2017) | |
| 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 (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 onside...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 | |

Quality series

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

Validation

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| 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 (available 11 October 2017) | |
| Validation of assessment – much more than the tools alone (available from 14 November 2017) | |
| Validation scheduling and sampling | |

9B compliance - complimentary webinars for ACPET members

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| 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 | |

Communities of Practice

We invite you to join our Community of Practice forums via our LinkedIn profile. Access to these forums is free, and provides a terrific opportunity to meet and interact with other educational professionals.

[LLN & Foundation Skills](#)

[Assessments](#)

[EAL & ELICOS](#)

[Online Learning](#)

To participate in one or more of the forums use the links above and send your request to join the forums via your LinkedIn profile.