

Australian Council for Private Education and Training (ACPET)

ACPET is the national industry association for independent providers of post-compulsory education and training for Australian and international students. A range of professional development opportunities will be offered in Tasmania for the first time. For more information visit www.acpet.edu.au. Alternatively, email Cindy Tschernitz at cindy.tschernitz@acpet.edu.au or call (03) 9416 1355.



The Presenters

TQA Quality Assurance Officers

State and Territory registration bodies are responsible for registering training organisations and for quality assuring the training and assessment services they provide in accordance with the AQTF 2007 and relevant legislation within each jurisdiction. A key component of the quality assurance arrangements for Registered Training Organisations (RTOs) is an audit against the AQTF Essential Standards for Registration. These audits are undertaken by Quality Assurance Officers from the TQA and are sometimes accompanied by technical experts and/or industry regulators.

Margaret Kling

Margaret Kling has over 30 years experience and a diverse and extensive background in the training and development discipline. She is Managing Director of an RTO in Brisbane, delivering the Certificate IV in Training and Assessment (TAA40104).

Margaret has designed, written and delivered training programs in a wide variety of fields including: HR, Management, Business Statistics, Legal Administration, IT, Customer Service, Music, and Sales. Margaret also lectures with Central Queensland University (Brisbane International Campus) lecturing in a range of Human Resource Management, Applied Business Statistics and Management subjects to undergraduate and post-graduate students.

Dr Reg Allen

Dr Reg Allen is the Chief Executive Officer of the Tasmanian Qualifications Authority. He has 30 years experience as a teacher and subject master, board member and teacher representative, consultant, deputy director and director, in the diverse education contexts of Australia, England, and the USA. He has produced over 40 publications across diverse education specialties, including the development of assessment and certification policies for the Australasian Curriculum Assessment and Certification Authorities (ACACA).

Russell Docking

Russell has been conducting workshops on competency-based training and assessment throughout Australia since 1990. He has contributed to the on-going development of competency-based strategies through commissioned research, workshops, conferences, review and evaluation projects and journal publications. He has also prepared a range of texts for the Western Australian Department of Education and Training on competency-based assessment, assessment validation, and reasonable adjustment in assessment for students with a disability. Through his work as an RTO auditor and as an accreditation reviewer for the WA Training Accreditation Council, Russell keeps in close touch with practitioners. This enables him to understand their needs and concerns.

Chris Todd

Chris Todd is a Hobart-based educator who works with RTOs throughout Australia assisting them to meet the requirements of the AQTF. He runs his own RTO specialising in Quality Auditing and has presented

Skills Tasmania Conference

The Skills Tasmania Conference – Skills in a Resilient Economy - will be held at the Country Club in Launceston on 18 - 19 May. The conference will offer delegates interactive workshops, forums, local and interstate keynote speakers, a special breakfast session and conference dinner. For more information visit www.skills.tas.gov.au/conference closer to the conference date.

professional development programs for the registration authorities in a most states and territories. Chris is an AQTF auditor for the Northern Territory and the National Audit and Registration Agency (NARA).

John Price

John, based in Brisbane, has been training and assessing for over 30 years in both TAFE and private training organisations. In 1987 John established Intech Australia Pty Ltd, the first private training organization in Australia focusing on high technology training for the printing industry. John is currently a member of the VET Quality Steering Committee in Queensland and is actively involved with a range of RTOs around Australia.

Annette Turner-Duggan

Annette has an extensive background in vocational education and training, RTO management, adult learning and business and management practices. She is an accomplished facilitator, holds a Bachelor Degree in Training and Education, a Certificate IV in Training and Assessment, and is currently studying to complete a Masters Degree in Human Resources and Organisational Development.

Dr John Mitchell

Dr John Mitchell is one of Australia's leading VET analysts and strategists. As a VET analyst, he writes a popular weekly column in Campus Review detailing good practice in response to current challenges facing the sector. As a strategist, he has advised hundreds of registered training providers and numerous training authorities on ways to improve their practice and enhance their impact.

Brian Hevey

Brian has over twenty years experience in fire fighting, public safety, risk management and emergency management. He works throughout Australia with public safety, VET, construction and mining industries and overseas with off-shore oil and gas drilling companies delivering training programs in breathing apparatus, fire fighting, first aid, incident management, four wheel driving and vehicle recovery, evacuation planning, confined space entry and training and assessment. He is the Principal of Handa Training Solutions, based in Hobart, and has worked at state and national levels on the development and review of several training packages.

Laurie Miller and Michael Hayen

Laurie is the Professional Learning Facilitator in the Tasmanian Polytechnic and a member of the Victorian Employability Skills Community of Practice. He has a Masters degree in Agricultural Science, Diploma of Teaching and Certificate IV TAA and served 4 years as Learning Manager for TAFE Tasmania and the Drysdale Institute.

Michael has a strong educational background in the Tasmanian school system. Most recently he has been working on providing quality workplace learning experiences for students and developing engaging teaching strategies.

Skills Tasmania is committed to supporting professional development for practitioners involved in the delivery of vocational education and training in Tasmania. The Tasmanian Qualifications Authority is also committed to supporting this program and encourages RTOs to access these and other professional development opportunities.

This program includes a range of workshops, which are now available through Skills Tasmania. Information about other professional development opportunities, including conference information and flexible delivery opportunities, is also included.

Skills Tasmania does not guarantee that all workshops will be delivered as the program is provided on a cost recovery basis. Participants should note the following:

- All participants must be enrolled prior to the start of the session.
- Enrol by emailing pennyd@bigpond.net.au or phoning (03) 6229 6382.
- Workshop fees must be paid prior to the start of the session.
- You will be notified if workshops are cancelled due to minimum enrolment requirements
- Refunds will only be given if a workshop is cancelled by Skills Tasmania.

Skills Tasmania will consider arranging additional workshops on request and subject to demand. Please contact Penny Driessen at pennyd@bigpond.net.au if professional development is required in other areas.



Regular updates regarding the professional development program are provided through Skills Tasmania Facts newsletter and Skills Tasmania www.skills.tas.gov.au and Tasmanian Qualifications Authority www.tqa.tas.gov.au websites.

Enrol now by emailing pennyd@bigpond.net.au or phoning (03) 6229 6382.

For more information or to provide feedback on the 2009 VET Workers Professional Development Program please contact Penny Driessen:
Telephone (03) 6229 6382
Facsimile (03) 6229 6382
Email pennyd@bigpond.net.au



VET Workers Professional Development

Providing professional development in the vocational education and training sector in Tasmania

2009



Skills Tasmania



Thank you for your interest in this year's Vocational Education and Training (VET) Worker's Professional Development program. The following workshops are planned to develop and enhance your professional skills and knowledge while providing a networking opportunity with your colleagues in the VET industry.

Topics include: assessment and training delivery strategies and methods, recognition of prior learning (RPL), running a registered training organisation (RTO), knowing what to expect from an Australian Quality Training Framework (AQTF) audit, employability skills, engaging enterprises and much more.

Workshops

What to expect from an AQTF audit Tasmanian Qualifications Authority (TQA) Quality Assurance Officers

Find out how to prepare for an audit, types of audits, how audits are conducted, what constitutes evidence, how findings are cleared and what to expect as an auditee. This workshop will also cover any latest AQTF issues.

'Enough is enough!' – Recognition of Prior Learning (RPL) evidence - do we really need "wheelbarrows full"?' Chris Todd and John Price

This workshop examines how much evidence and the amount of detail that needs to be provided at an AQTF audit. It looks at a range of evidence gathering techniques, the nature of evidence and how we can uphold the 'rules'. The prime purpose of collecting evidence and recording judgments based on the evidence collected should be for the purpose of continuous improvement in assessment rather than satisfying an auditor.

Moderation and validation of RPL assessment – a continuous improvement approach John Price

This workshop aims at determining the differences between validation and moderation but clearly describes the synergy between the two so that when used together they provide the opportunity to improve the quality of RPL assessment overall.

Validation, moderation and consultation with industry Chris Todd

Part 1:

- A look at the differences between validation, moderation and consultation with industry stakeholders to develop a training and assessment strategy
- Suggestions of ways of conducting validation, moderation and consultation activities
- Consideration of the potential value to the RTO of these activities
- Demonstration of how records of these activities can be retained for audit purposes

Part 2:

Practical exercises in validation and moderation for RTO's offering training and assessment from the Hospitality, Children's Services, Retail, Business Services and other training packages.

All participants will be asked to bring examples of training and assessment tools for consideration during the practical exercises.

Continuous improvement Dr Reg Allen

- Take your organisation where you want it to be.
- Be ahead of the competition.
- Get your people to believe in the culture of improvement.
- Always look for opportunities to do things that little bit better.
- Make it the way you do every aspect of your business.

Responding to the individual needs in assessment Russell Docking

The AQTF requires us to provide training, assessment and support services that meet individual needs (Standard 2.4). Federal legislation requires that we make reasonable adjustments for students with a defined disability to facilitate their successful participation in education, training and employment. This half-day workshop will assist assessors to support candidates with a range of needs through assessment adjustments that meet training package and AQTF requirements and are reasonable for the RTO and for the candidate.

Making the AQTF work for you Russell Docking

This full-day workshop will explore the opportunities and constraints of the AQTF environment through an analysis of the AQTF requirements and their implications for service delivery, client support, RTO management and continuous improvement. Participants are encouraged to share their experiences of both the barriers and the bonuses offered by the AQTF.

Uncomplicated strategies for developing competency assessment Russell Docking

Competency-based assessment has become convoluted, complicated and contentious. This half-day workshop will help assessors to rethink their assessment strategies to develop training package and AQTF compliant assessment policies, procedures and systems that are simple, efficient and flexible by revisiting the fundamentals of competency-based assessment, including RPL.

Training safety Brian Hevey

A one-day program for trainers and Australian Apprenticeship Centre consultants, covering safety before, during and after training including equipment and training resources checks and safety, Personal Protective Equipment for trainers, classroom and workplace hazards, workplace expectations of visiting VET practitioners, site inductions and actions in the event of an incident or emergency. A number of useful checklists will be provided for participants.

Engaging enterprises – developing a training culture and building an effective business relationship Chris Todd and John Price

This session focuses on engaging enterprises in order to:

- determine their needs with respect to training and assessment;
- identify what strategies we might develop to meet those needs;
- measure, through performance monitoring, if we met them and how we might improve them in the future; and
- discuss the value of co-assessment in meeting the needs and developing the relationship.

Workshop Details

Program	Date	Times	Location	Cost	Code
What to expect from an AQTF audit	19 March	9.30 – 12.30	Devonport	Free	PD0901
What to expect from an AQTF audit	20 March	9.30 – 12.30	Launceston	Free	PD0902
What to expect from an AQTF audit	20 April	9.30 – 12.30	Hobart	Free	PD0903
Enough is enough! RPL evidence	6 May	9.30 – 3.30	Hobart	Free	PD0904
Moderation and validation of RPL assessment	7 May 8 May	9.30 – 3.30 9.30 – 3.30	Hobart Launceston	Free Free	PD0905 PD0906
Skills Tasmania Conference	18 -19 May	All day Mon Half day Tues	Launceston	See website	
Validation, moderation and consultation with industry	12 June - part 1 12 June - part 2	9.30 – 12.30 1.00 – 3.30	Hobart Hobart	\$80 (part 1) \$130 (part 1 & 2)	PD0907 PD0908
Continuous improvement	25 June	9.30 – 1.30	Hobart	Free	PD0909
Responding to the individual needs in assessment	7 July 10 July	9.30 – 12.30 9.30 – 12.30	Launceston Hobart	\$100 \$100	PD0910 PD0911
Uncomplicated strategies for developing competency assessment	7 July 10 July	1.30 – 4.30 1.30 – 4.30	Launceston Hobart	\$100 \$100	PD0912 PD0913
Making the AQTF work for you	6 July 9 July	9.30 – 3.30 9.30 – 3.30	Launceston Hobart	\$150 \$150	PD0914 PD0915
Training safety	23 July 24 July	9.30 – 3.30 9.30 – 3.30	Launceston Hobart	\$130 \$130	PD0916 PD0917
Engaging enterprises – developing a training culture and building an effective business relationship	3 August 4 August	9.30 – 3.30 9.30 – 3.30	Hobart Launceston	\$160 \$160	PD0918 PD0919
Strategies for training and assessment	19 August	9.30 – 3.30	Hobart	\$140	PD0920
Creating learning materials	20 August 21 August	9.30 – 3.30 9.30 – 3.30	Hobart Launceston	\$140 \$140	PD0921 PD0922
Developing advanced VET practitioners	1 September 3 September	9.30 – 3.30 9.30 – 3.30	Hobart Launceston	\$150 \$150	PD0923 PD0924
Strategies for success in a contestable VET environment	2 September 4 September	9.30 – 3.30 9.30 – 3.30	Hobart Launceston	\$150 \$150	PD0925 PD0926
So you think you are a trainer? Stop talking and start training!	28 September	9.30 – 3.30	Hobart	\$150	PD0927
Running an RTO - strategies for managing, developing and monitoring within the VET environment	29 September 30 September	9.30 – 3.30 9.30 – 3.30	Hobart Launceston	\$150 \$150	PD0928 PD0929
Record keeping and database creation	15 October 16 October	9.30 – 1.30 9.30 – 1.30	Hobart Launceston	\$90 \$90	PD0930 PD0931
Employability skills	29 October 30 October	9.30 – 1.30 9.30 – 1.30	Launceston Hobart	\$90 \$90	PD0932 PD0933

Strategies for training and assessment Annette Turner-Duggan

Development, delivery and review of training and assessment strategies are an important component of meeting AQTF standards. Training practitioners are able to produce quality outcomes from learning during training and assessment services for their clients.

This hands on workshop is designed to assist training practitioners with the identification of training and assessment strategies and practices to: produce quality learning outcomes; ensure compliance with nationally recognised training requirements; engage and consult with stakeholders; and to be creative and flexible to meet the needs of their clients.

Creating learning materials Annette Turner-Duggan

When people undertake training it is important to create materials that support and stimulate their learning. As the context and environment of their training requirements differ, it can sometimes be a challenge to create learning materials or customise existing resources. This practical workshop is aimed at practitioners, who are interested in the creation, design, validation and/or customisation of learning materials that support the needs of their clients as well as meet AQTF and organisational requirements.

Developing advanced VET practitioners Dr John Mitchell

This one-day workshop will show that we need an advanced strand of VET practitioners to lead the development and delivery of new and customised services in workforce development. The workshop will focus on multiple and effective ways to develop advanced VET practitioners, drawing ideas in part from John's forthcoming book on the *Advanced VET Practitioner*. The workshop will appeal to practitioners and managers of professional development.

Strategies for success in a contestable VET environment Dr John Mitchell

This one-day program will provide VET managers and leaders with case studies, models, tools and tips for developing strategies that will increase customer satisfaction, enhance client outcomes, raise the quality of your products and improve your organisation's performance. The workshop will be of value to anyone involved in strategy making.

So you think you are a trainer? Stop talking and start training! Margaret Kling

This session will provide you with practical skills to tap into your natural ability to present and deliver. Using lateral thinking, innovation, critical thinking skills and by understanding more about memory, you will learn how to engage a wide audience yet become almost invisible in the process! Many trigger points and control mechanisms will be investigated and provide you with skills to leave your audience talking about the content (not just the food!).

Running an RTO – strategies for managing, developing and monitoring within the VET environment Margaret Kling

In this session you will be introduced to the process of RTO registration with handy hints for simplifying this process. Then, using case-study examples, interactive Q & A discussions; the management, development and improvement of RTO operations will be examined. The session will build using logical and structured steps to engage and provide interest and outcomes!

Record keeping and database creation Chris Todd

A half-day program designed to assist VET administrators to manage records so that they add value to the business. The program will focus on the benefits of good records management and version-control. Storage issues associated with retrieval, authority for access, security, archiving, disposal and authorisation will be discussed along with methods that can be used to rationalise the range of records having to be maintained.

The workshop will specifically include the use of simple databases to 'streamline' the processes of record-keeping.

Employability skills Laurie Miller and Michael Hayden

Part 1 - Understanding employability skills

This session will focus on: employability skills summaries and qualification frameworks; employability skills that are embedded into units of competency; and the new reporting requirements.

Part 2 - Developing employability skills

This session will explore teaching and assessment strategies to develop employability skills.

Other professional development opportunities

Tasmanian Qualifications Authority (TQA)
AQTF 2007 includes the introduction of Quality Indicators. ACER with the support of TQA will be conducting Quality Indicator workshops in Tasmania. Workshop arrangements will be forwarded directly to all RTOs and will be available through TQA (VET News) newsletters and the TQA website. The workshops will be held in Hobart on 23 March and Launceston on 24 March.

If there is a demand for further professional development regarding the AQTF standards we will work with TQA to arrange more professional development opportunities. Please provide feedback regarding your requirements to Penny Driessen at pennyd@bigpond.net.au or contact Phil Geeves at the TQA on (03) 6233 6354.

E-learning Innovations Projects

The Australian Flexible Learning Framework provides the VET system with essential e-learning infrastructure and expertise needed to respond to the challenges of a modern economy and the training needs of Australian businesses and workers.

The Framework provides funding opportunities for E-learning Innovations projects to integrate e-learning in RTOs, across industries, in enterprises, and within organisations working with specific learner groups.

RTOs are invited to apply for funding through a competitive application process. Information about guidelines and applications are published at www.flexiblelearning.net.au/flx/go/home/States_and_Territories/TAS

Applications close on 5 March 2009. Successful project applicants will provide updates during the year on the above site and on <http://emania.org>

The Tasmanian Flexible Learning Network and emania.org

The Tasmanian Flexible Learning Network comprises VET practitioners interested in using new technologies in their delivery. The network has a circulation list of over 80 members. The Network, which is online at <http://emania.org/>, is a dynamic interactive website for people who are interested in sharing their knowledge of e-learning.

In addition, face-to-face network meetings are held every six weeks. These meetings provide an excellent opportunity to meet with like minded people to discuss the many aspects of e-learning. The network also provides updates of local and national e-learning news and events through a subscribers email list. To join the email list, contact fiona.huskinson@skills.tas.gov.au.

Toolbox Champion Service

Flexible learning toolboxes are packages of learning materials that can be used within a learning management system or distributed on an intranet, CD or flash drive, or printed as hard copy. Toolboxes are available to support the delivery of a large range of training packages, qualifications and skill sets. Details on how to purchase toolboxes can be found on the toolbox website at <http://toolboxes.flexiblelearning.net.au>. Learning objects from many of the toolboxes are available for free download from the toolbox repository and can be readily re-badged and customised to suit an RTO's particular delivery needs.

For more information contact Peter Shanks (Capability Building Team, Skills Tasmania) on (03) 6233 4617, 0447 518 621 or email peter.shanks@skills.tas.gov.au.