



Professional Development Workshops 2009

Update 26/02/2009

Attending one of these Professional Development Workshops will provide you with the opportunity to not only expand your knowledge and skills but also to meet and network with a wide variety of VET practitioners from many different training organisations throughout Western Australia.

Half Day Workshop ■

Full Day Workshop ●

Sector Workshops

Sector workshops will provide you with important information on the Vocational Education and Training (VET) Sector.

An Overview of VET ■

This workshop provides an overview of the Vocational Education and Training (VET) sector including Training Packages, the Australian Qualifications Framework (AQF) and the Australian Quality Training Framework (AQTF). This workshop is aimed at those new to the sector.

AQTF Internal/Self Audit ●

Practitioners will be audited at some stage. Learn how to prepare and make it a positive experience. This practical interactive workshop will explore the concept of using systems for continuous improvement and the role of the internal audit. As part of the workshop, participants will work with commonly available tools to self assess against the AQTF Standards.

Submission Writing ●

This highly practical and interactive workshop goes through the various stages of developing a competitive submission for government / private sector funding and how to report once you are successful.

VET in the Western Australian Certificate of Education ■

This session reflects on the increased opportunities for VET in the WACE and explains the ways VET can be delivered in senior schooling. It will address how schools and RTOs can best facilitate these opportunities through partnership arrangements.

Practitioner Workshops

Practitioner workshops are designed to develop and enhance your training and assessment skills.

Action Learning ■

Action learning is a process of learning through action and reflective practice. It can be used to add value for work-based learning activities and to support personal and professional development. Action learning is the basis for professional development projects funded by programs such as the Department's Professional Development and Support Program (PDSP).

This three hour workshop will take participants through the basis of action learning and is suitable for those who will be involved in action learning projects. The workshop will cover the following:

- › action learning principles
- › stages of action learning
- › the action learning players
- › sponsor/champion
- › facilitator
- › action learning set members
- › specialist
- › the action learning project plans

Assessing at Higher AQF Levels ●

Higher level qualifications are now being offered by VET providers. This workshop is designed to assist practitioners who are required to train and assess at higher AQF levels.

Consistency of Assessment ●

Covers pre and post assessment validation to ensure consistency of assessment including how to moderate, keep records and continuously improve assessment practice.

Designing Assessment Tools ●

This interactive workshop works through the steps of designing assessment tools and will focus on both on and off the job situations.

Introduction to competency based assessments ●

This one day workshop is designed to provide you with an understanding of the policies and procedures that underpin effective competency based assessment. The workshop will deal with such aspects as interpreting Training Package requirements, meeting AQTF standards, developing assessment plans, developing evidence gathering tools (including RPL), making the assessment judgement, and validating assessment processes.

Participants are encouraged to bring an assessment plan for a unit of competency, together with a copy of the unit, the Assessment Guidelines, the assessment tools, assessment records, and any other relevant supporting information for the selected assessment procedure. The workshop will provide individual participants with an opportunity to review and revise the assessment processes as competency based assessment is discussed.

Literacy and the VET Practitioner ●

Every class has a literacy and numeracy aspect and some learners will require help sometimes, which you as the practitioner will need to provide. This workshop explores the ways in which trainers can better understand and respond to the problems their students may have with reading, writing and maths tasks related to their training.

Practical Tips for Engaging Learners from Equity Groups ●

Participants will acquire skills and knowledge on how to design innovative and flexible learning programs to accommodate the learning needs and styles of the target equity group. This workshop is available upon request. Please contact Event Coordinator on (08) 9264 4681.

Recognition of Prior Learning – it's as easy as 1,2,3,4 ●

Workshop participants will examine good practice assessment tools and the RPL Assessment Kit that has been developed by the Department of Education and Training.

Additionally the workshop will focus on strategies to make RPL a positive experience for everybody and will provide an opportunity to review and evaluate your RPL processes and identify strategies for process improvement.

School's Out ●

This workshop takes an in-depth look at the cohort of school aged learners entering the VET and community based sectors. A range of concepts and theories will be used to help us better understand these students. Ways in which we can engage and motivate learners and manage low key misbehaviours will also be considered. The workshop is highly interactive and has a strong practical instructional focus, modelling tactics and strategies that can be used in the classroom to create, supportive, inclusive learning environments for all students. Come along, join us, have fun and pick up some instant practical skills and ideas to use with your younger learners.

Staying the course ■

Learners often have a lot happening in their lives which can affect their ability to do what they need to do in the learning environment. This interactive workshop explores the challenges and opportunities involved in working effectively with learners living with a mental illness. This workshop is available upon request. Please contact Event Coordinator on (08) 9264 4681.

Train and Assess in the Workplace ●

The Trades Reform agenda calls for traineeships and apprenticeships to be more flexible and responsive to the demands of industry. In an attempt to accommodate their clients, especially with apprenticeships, some Registered Training Organisations have implemented alternate learning and assessment plans that have proved unsuccessful.

This workshop is designed for the VET practitioner who wants to systematically shift some of the learning, training and assessment into the workplace to improve learning and communication. There is a strong focus on examining the elements that will permit a sustainable transition.

Working with Diverse Client Groups ■

This workshop shows participants how to make good use of the "Working with Diversity" resource package to aid problem solving and offer best practice training and assessment. This workshop is available upon request. Please contact Event Coordinator on (08) 9264 4681.

Technology Workshops

Technology workshops will train you in the use of a variety of E-Learning tools to assist with training and assessment.

Technology Enabled Delivery and Assessment

Technology is playing an increasingly important role in VET in Australia with 91% of students and 88% of teachers and trainers in the national training system engaging in some form of e learning (2008 E-Learning Benchmarking Survey).

If you want to know how to get started or would like to enhance your current e-learning delivery, WestOne Services delivers a wide range of ePD for VET lecturers and managers, ranging from beginners to advanced users.

ePD covers areas such as Learning Management Systems (CE6 & Moodle), Virtual Conferencing, sourcing and developing online content, including Toolboxes and Learning Objects, and using Web 2.0 tools.

To find out more about these workshops, visit the following <http://www.westone.wa.gov.au/ePD>

2009 Professional Development Calendar

Date	Registration Time	Time	Workshop	Facilitator	Venue
February					
Wednesday, 24 th February 2009	8.15am	8.30am – 12.15pm	An Overview of Vocational Education and Training	Becky Saunders	City West Receptions
Friday, 27 th February 2009	8.30am	9.00am – 4.30pm	Submission Writing	Geoff Pearson	City West Receptions
March					
Thursday, 5 th March 2009	8.30am	9.00am – 4.30pm	AQTF Internal/Self Audit	Claire Werner	City West Receptions
Tuesday, 10 th March 2009	8.15am	8.30am – 12.15pm	Action Learning	Leanne Rowe	City West Receptions
Thursday, 12 th March 2009	8.30am	9.00am – 3.00pm	Trainers and Assessors Network	Steve Elsegood	Assured Ascot Hotel
Friday, 13 th March 2009	8.30am	9.00am – 4.30pm	RPL - it's as easy as 1,2,3,4!	Shelley Smailes	City West Receptions
Tuesday, 17 th March 2009	8.30am	9.00am – 4.30pm	Designing Assessment Tools	Claire Werner	City West Receptions
Thursday, 26 th March 2009	8.30am	9.00am – 4.30pm	Introduction to competency based assessment	Russell Docking	City West Receptions
Friday, 27 th March 2009	7.00am	7.30am – 12.45pm	Hot Topics	Yvonne Hillier & Jane Figgis	Hyatt Regency Perth
April					
Thursday, 2 nd April 2009	8.30am	9.00am – 4.30am	Consistency of Assessment	Russell Docking	City West Receptions
Monday, 6 th April 2009	8.30am	9.00am – 4.30am	Assessing at Higher AQF Levels	Claire Werner	City West Receptions
May					
Monday, 11 th & 12 th May 2009	8.30am	9.00am – 4.30pm	Training Forum		Perth Convention and Exhibition Centre
Tuesday, 26 th May 2009	8.30am	9.00am – 4.30pm	AQTF Internal/Self Audit	Claire Werner	City West Receptions

June					
Thursday, 4 th June 2009	8.30am	9.00am – 4.30pm	RPL - it's as easy as 1,2,3,4!	Shelley Smailes	City West Receptions
Thursday, 11 th June 2009	7.15am	7.30am – 9.30am	Trainers and Assessors Network	Steve Elsegood	City West Receptions
Wednesday, 17 th June 2009	8.15am	8.30am – 12.15pm	VET in WACE	Louise Morrison	City West Receptions
Thursday, 18 th June 2009	8.30am	9.00am – 4.30pm	Designing Assessment Tools	Claire Werner	City West Receptions
Tuesday, 23 rd June 2009	8.30am	9.00am – 4.30pm	Emerging Facilitation Strategies	Louise Eichner	City West Receptions
Thursday, 25 th June 2009	8.15am	8.30am – 12.15pm	Staying the course	Access & Equity	City West Receptions
July					
Thursday, 2 nd July 2009	8.30am	9.00am – 4.30pm	Introduction to competency based assessments	Russell Docking	City West Receptions
Thursday, 23 rd July 2009	8.30am	9.00am – 4.30pm	Literacy and the VET Practitioner	Geoff Pearson	City West Receptions
Tuesday, 28 th July 2009	8.15am	8.30am – 12.15pm	Action Learning	Leanne Rowe	City West Receptions
Thursday, 30 th July 2009	8.15am	8.30am – 12.15pm	Working with Diverse Client Groups	Access & Equity	City West Receptions
August					
Tuesday, 4 th August 2009	8.15	8.30am – 12.15pm	An Overview of Vocational Education and Training	Becky Saunders	City West Receptions
Wednesday 5 th August 2009	8.30	9.00am – 4.30pm	Submission Writing	Geoff Pearson	City West Receptions
Thursday, 13 th August 2009	8.30	9.00am – 4.30pm	AQTF Internal/Self Audit	Claire Werner	City West Receptions
Tuesday, 18 th August 2009	8.30	9.00am – 4.30pm	Assessing at Higher AQF Levels	Claire Werner	City West Receptions
Wednesday, 26 th August 2009	8.15	8.30am – 12.15pm	Practical Tips	Access & Equity	City West Receptions

September					
Tuesday 1 st September 2009	8.30	9.00am – 4.30pm	Designing Assessment Tools	Claire Werner	City West Receptions
Wednesday, 9 th September 2009	8.30	9.00am – 4.30pm	School's Out	Becky Saunders	City West Receptions
Thursday, 10 th September 2009	8.30	9.00am – 3.00pm	Trainers and Assessors Network	Steve Elsegood	City West Receptions
Tuesday, 15 th September 2009	8.30	9.00am – 4.30pm	Emerging Facilitation Strategies	Louise Eichner	City West Receptions
Tuesday, 22 nd September 2009	8.30	9.00am – 4.30pm	RPL - it's as easy as 1,2,3,4!	Shelley Smailes	City West Receptions
October					
Tuesday, 13 th October 2009	8.30	9.00am – 4.30pm	Literacy and the VET Practitioner	Geoff Pearson	City West Receptions
Thursday, 15 th October 2009	8.30	9.00am – 4.30pm	AQTF Internal/Self Audit	Claire Werner	City West Receptions
Thursday, 22 nd October 2009	8.15	8.30am – 12.15pm	VET in WACE	Louise Morrison	City West Receptions
Tuesday, 27 th October 2009	8.30	9.00am – 4.30pm	Train and Assess in the Workplace	To be advised	City West Receptions
Thursday, 29 th October 2009	8.30	9.00am – 4.30pm	Consistency of Assessment	Russell Docking	City West Receptions
November					
Tuesday, 3 rd November 2009	8.30	9.00am – 4.30pm	Recognition of Prior Learning - its as easy as 1,2,3,4	Shelley Smailes	City West Receptions
Tuesday, 10 th November 2009	8.30	9.00am – 4.30pm	Assessing at Higher AQF Levels	Claire Werner	City West Receptions
Thursday, 12 th November 2009	7.00	7.30am – 9.30am	Trainers and Assessors Network	Steve Elsegood	City West Receptions

How to Register for the Workshops

Please ensure you register 7 working days before the workshop

- To register:** Register online by following the prompts at: <https://vetreg.det.wa.edu.au/EventCalendar.aspx>
- Cost:** \$55.00 (incl. GST) for a half day workshop
\$110.00 (incl. GST) for a full day workshop
This professional development opportunity is heavily subsidised by the Department of Education and Training.
- Assistance:** Contact Leanne Fredericks
Phone: 08 9264 4681
Fax: 08 9264 4688
Email: leanne.fredericks@det.wa.edu.au

Please advise if you have any special needs when you register.

Registrations close **7 working days** prior to the date of the workshop

Statements of attendance will be issued to participants after the event.



Department of
Education and Training