



Version 1.1 Implementation Date: 22.06.2023 Version Review Date: 21.06.2024

## **ACSE Continuous Staff Professional Development for Teaching and Leadership Policy and Procedure**

### **Staff Training and Development Policy**

At ACSE we believe that as the training provider we are expected to build the capabilities of trainers, assessors and administrators to maintain and improve our standard of training. Consequently we believe that teaching and leadership is the cornerstone of quality training and assessment and consequently we recognise that all of our staff, including trainers, assessors, administration officers and managers are our greatest resource and we encourage the efficiencies and satisfactions afforded by team building, mentoring, supervision and continuous professional development opportunities.

Staff have access to continuous Professional Development for Teaching and Leadership opportunities through relevant internal and external training in order to fulfil the following:

- To improve the skills of staff in the tasks they are currently performing.
- To ensure currency with industry and professional practice and meet compliance requirements in this area.
- To allow staff to broaden their knowledge and competence beyond the job they are currently performing with a view to career advancement.
- To provide opportunities for staff to meet other professionals thus promoting support, networking and information exchange.
- To demonstrate to staff members that their contribution is valued.

Where at ACSE examples of professional development activities can include:

- participation in courses, workshops, seminars, conferences, or formal learning programs;
- internal and external professional development workshops
- participation in mentoring, professional associations or other learning networks;
- personal development through individual research or reading of publications or other relevant information;
- participation in moderation or validation activities; and
- participation in industry release schemes



Version 1.1 Implementation Date: 22.06.2023 Version Review Date: 21.06.2024

All staff will have access to opportunities for training and development. Staff training and development needs will be identified through the supervision/support and performance appraisal processes within the organisation in addition to self-identified needs. All professional development are recorded on the staff personal - VET professional development record.

## **Goals and Guidelines**

Staff training and development is part of assuring best quality service delivery and is at the core of who we are at ACSE. It is our goal that all staff will have participated in CPD activities or have undertaken one or more units of competency from a qualification in an area relevant to their role.

Through team and department meetings, information flows etc we promote the sharing of the learning attained through professional development activities throughout our organisation.

## **Continuous Improvement**

Staff are evaluated by trainees, by management and by our organisation through our validation and moderation processes. The data collected will inform continuous improvement in the delivery of training and assessment, and contribute to maintaining the relevance, validity and transparency of our training.

## **Training Staff: Trainers and Assessors,**

All training staff employed by ACSE will have their vocational education and training qualifications checked for veracity with the issuing authority. They will be required to bring a certified copy of their qualifications to any interview process and these will be scanned and stored by ACSE. This forms part of our ongoing policy to protect against fraudulent claims and ensure the quality and professional standing of our training staff.

## **Training and Development Requirements**

Training staff have obligations under legislation to maintain certain standards in order to continue practising as VET professionals. ACSE requires that training staff:

- Maintain industry competence by demonstrating they are members of at least one peak body associated with the field which they work in or deliver training for.
- Can demonstrate that they have attended at least two industry related events in a training calendar year. This can include seminars, workshops, webinars and or training events or evidence of paid membership of an industry peak body, valid for the training calendar year.
- Maintain VET competence by demonstrating they have attended at least two VET related professional development events in the training calendar year. This can include state

based VET seminars, ASQA workshops, webinars or seminars or evidence of paid membership of peak VET bodies, valid for a training calendar year.

- Register themselves to receive regular updates from peak industry and VET bodies. This can include registering for relevant Industry Skills Council newsletters, ASQA newsletters, NCVET newsletters and state based educational bodies among others

### Internal VET CPD Schedule Trainers and Assessors

#### 2020

Month	Topic
Feb	Student Feedbacks, Surveys, Improvements,
March	contextualising units :ECEC units for Cert III and diploma
April	Short Courses Linking to employment demand Linking to community organisations Review-Centrelink has approved to run the short courses from ACSE
May	RPL process
June	Work Placement Trainers need to discuss about the work placement with students of ECEC course as it's mandatory to do work placement in a long day care under supervisor supervision.
July	On-line Assessment submission New student units submission Marking for ACSE & Canberra
August	Using On-line platform: Units submission on Moodle
Sept	Using On-line platform: Trainers need to record session on zoom. It can be done on icloud to keep as evidence for compliance purpose -Students are required to provide the feedback on trainer's session
Oct	constructive feedback on assessments
Nov	social media
Dec	course timetable hands on experience to the students in face to face session or Zoom session

#### 2021

Month	Topic
-------	-------

Feb	Support classes for students Review LLN (Language ,literacy and Numeracy)
March	online classes Sydney Canberra Student support
April	Language literacy and numeracy test for all the courses. Trainers are welcomed to provide their cccc
May	student performance in class participation submission of assessments
June	COVID safe plan with staff to provide the safe environment to everyone -QR code introduced for staff
July	Student performance in the class Units assessment submission Warning and reporting letter for non- submission
August	Assessment marking and assessor marking sheet.
Sept	training plans for all the students of ACSE
Oct	session plans. Trainers develop skill and knowledge requirements and follow for the course.
Nov	Contextualizing units for all the courses
Dec	Safety Plan for ACSE

2022

Month	Topic
Feb	Validating units Courseware
March	VET CPD for Trainers
April	Internal audit- role of trainers and assessors
May	MOUs
June	
July	
August	
Sept	
Oct	Validation and Moderation
Nov	Assessment Fundamentals – Assessment theories, products,

	processes and validation of assessment
Dec	LMS- how to use successfully

2023

Month	Topic
Feb	Training and Assessment: self-assurance and excellence in training outcomes
March	Training and Assessment strategies to ensure that students continue to receive quality outcomes <ul style="list-style-type: none"> <li>• Effective session planning</li> <li>• Student Engagement Strategies for the classroom and for remote learning</li> <li>• learning theories, design, facilitation and evaluation</li> </ul>
April	Targeting risk of non-compliance with specified clauses of Standards for Registered Training Organisations (RTOs) 2015. These clauses include: 1.1, 1.8, 1.3, 1.2, 3.1, 1.7
May	Validation and Moderation
June	Assessment Fundamentals – Assessment theories, products, processes and validation of assessment
July	LMS- how to use successfully
August	Strategies for Reasonable Adjustment to delivery and assessment
Sept	Compliance in training and assessment
Oct	Using Foundation Skills in training
Nov	Designing and documenting TAS
Dec	Using industry consultation and engagement in TAS development and continuous improvement

**External VET CPD Schedule  
Trainers and Assessors  
2022/2023**

**Note: These external presentations are from both authorities eg ASQA and private providers eg consulting bodies, interest groups. When undertaking CPD from non-authority groups staff are required to remain aware of the provider commercial interests**

Sample of providers:



Version 1.1 Implementation Date: 22.06.2023 Version Review Date: 21.06.2024

<p><b>VET PD Group</b></p>	<p><b>VET PD Group is serious about:</b></p> <ul style="list-style-type: none"> <li>▪ facilitating communications and ideas from VET practitioners;</li> <li>▪ encouraging sharing of educational strategies for all teaching/training and learning methodologies; and</li> <li>▪ promoting overall increase of capability within Australia's VET sector.</li> </ul>	<p><b>FREE VET PD - Google Sites</b>  <a href="https://sites.google.com/view/vetpdgroup/free-vet-">https://sites.google.com › view › vetpdgroup › free-vet-</a></p>
<p><a href="#">ASQA Educative Videos</a>  from Australian Quality Skills Authority</p>	<p><b>Perfect for: trainers, assessors, instructional designers, compliance staff, consultants, managers and RTO personnel</b>  <b>ASQA has launched its range of videos made in collaboration with the vocational education and training sector to explain common regulatory questions.</b></p>	<p><b>Videos and webinars   Australian Skills Quality Authority (ASQA)</b>  <a href="https://www.asqa.gov.au/resources-providers/videos">https://www.asqa.gov.au › resources-providers › videos</a></p>
<p><b>Compliance And Quality Assurance (CAQA)</b></p>	<p><b>This newsletter is a great resource for people involved in vocational education and training, and higher education, as well as government officials and several politicians. As education and training professionals, we incorporate topics and discussions based on what you have already told us about what you want to discuss and what we have observed while working.</b></p>	<p><b>The VET Sector Newsletter</b>  <a href="mailto:info@caqa.com.au">info@caqa.com.au</a></p>
<p><b>Professional Development   RTO Advice</b></p>	<p><b>annual PD membership that your team can log in to throughout the year, live webinars, one-on-one mentoring sessions, or in-house group training, we're here and ready to design a PD solution for you</b></p>	<p><b>Group</b>  <a href="https://www.rtoadvice.com.au">https://www.rtoadvice.com.au</a> › RTO Consulting</p>
<p><a href="#">Online RTO Administration Courses - Skills Education</a></p>	<p><b>Skills Education offer a wide collection of online RTO Administration training courses all delivered by experts.</b></p>	<p><a href="https://www.skillseducation.com.au">https://www.skillseducation.com.au</a></p>
<p><a href="#">Velg Training</a></p>	<p><b>Become the 'Ultimate' RTO trainer and assessor</b></p>	<p><b>Velg Training</b>  <a href="https://www.velgtraining.c">https://www.velgtraining.c</a></p>



Version 1.1 Implementation Date: 22.06.2023 Version Review Date: 21.06.2024

		<b>om › events</b>
<b>VOCED</b>	<b>VET practitioner resource - Professional development <a href="https://www.voced.edu.au/vet-practitioner-resource-pr...">https://</a> undertake professional development in the fields of the knowledge and practice of vocational education</b>	<b>www.voced.edu.au › vet-practitioner-resource-pr...</b>
<b>Newbery Consulting</b>	<b>Newbery Consulting VET News letter Webinars</b>	<b>joe.newbery@newberyconsulting.com.au</b>
<b>Other external vet CPD options</b>	<b>Professional publications Professional associations Forums Discussions Meetings Courses and training</b>	

### Administration Officers and RTO Managers

As staff members of an RTO, all ACSE Administration Officers and Department Managers are required to participate in VET continuous professional development

Whilst all ACSE Administration Officers and Department Managers are able to attend the internal professional development workshop for trainers and assessors, ACSE also provides internal professional development workshop for Administration Officers and Department Managers which is conducted each quarter.

### Internal VET CPD Schedule

#### Administration Officers and Department Managers

**2020**

<b>Month</b>	<b>Topic Administration and Management of:</b>
Feb	Communicating with students
March	enrolments, pre registration information :brochure
April	Social media
May	traineeship in the ACT
June	On-line submissions

	Moodle
July	marketing or promotional visits for childcare, age care & other industries for first aid
August	digital marketing
Sept	communication through axcelerate
Oct	Student feedback
Nov	Job Trainer Program from ACT Govt
Dec	office documents and course material version control copy right. -continuous improvement registrar updated

2021

Month	Topic
	<b>Administration and Management of:</b>
Feb	MANAGEMENT REVIEW -ACSE handbook reviewed, -Grievance policy, -Fee policy -Course structure -Refund Policy -Students Responsibility -Initial Skill Assessment Course transition policy Support plan template
March	student enrolment Sydney Canberra
April	course time tables
May	Issuance name of the students, start and end date, cover sheet must be filled by the students and checklist must be ticked as by signing on it, students consent to mark the assessment. It's mandatory to fill all required sections by the students.
June	COVID safe plan
July	Covid restrictions Greater Sydney
August	data administration and management on mega
Sept	Student database management and administration
Oct	Mega App.



	management and administration
Nov	MOU for work placement
Dec	Safety Plan

2022

Month	Topic <b>Administration and Management of:</b>
Feb	ACT funding
March	professional development PDs
April	internal audit
May	monitoring visit on zoom with students
June	
July	
August	
Sept	
Oct	Validation and Moderation
Nov	Assessment Fundamentals – Assessment theories, products, processes and validation of assessment
Dec	Administration and Management role in support of <ul style="list-style-type: none"> <li>• Governance and</li> <li>• Compliance</li> </ul> Of government contract management

2023

Month	Topic
Feb	Administration and Management role in support of <ul style="list-style-type: none"> <li>• Governance and</li> <li>• Compliance</li> </ul> Of government contract management
March	Administration and Management role in Funded contracts administration and management
April	Administration and Management role in Third-Party Arrangements- <ul style="list-style-type: none"> <li>• Industry collaboration activities to improve overall quality or compliance, and industry engagement</li> <li>• benefits and risks involved</li> <li>• governance,</li> <li>• MOUs,</li> </ul> monitoring
May	Audits

	<p>Internal Audits</p> <ul style="list-style-type: none"> <li>• 2015 RTO Standards, Funded Contracts, Licensing and Agreements</li> <li>• governance, compliance, self- assessment, continuous improvement</li> </ul>
June	<p>Audits</p> <p>External Audits-</p> <ul style="list-style-type: none"> <li>• 2015 RTO Standards, Funded Contracts, Licensing and Agreements</li> <li>• governance, compliance, self- assessment, continuous improvement</li> </ul>
July	<p>Administration and Management of: Scope Development</p> <ul style="list-style-type: none"> <li>• Training Package Requirements</li> <li>• TAS</li> </ul>
August	<p>Administration and Management of: Scope Development</p> <ul style="list-style-type: none"> <li>• Target Markets</li> <li>• Products and Services</li> </ul> <p>Capability</p>
Sept	<p>Administration and Management role in:</p> <ul style="list-style-type: none"> <li>• Marketing</li> <li>• sales</li> </ul>
Oct	<p>Administration and Management role in</p> <ul style="list-style-type: none"> <li>• Registration and enrolments</li> </ul>
Nov	<p>Administration and Management role in</p> <ul style="list-style-type: none"> <li>• Student administration and support</li> </ul>
Dec	<p>Administration and Management role in</p> <ul style="list-style-type: none"> <li>• On line learning</li> </ul>

## External VET CPD Schedule

### Administration Officers and Department Managers

#### 2022/2023

There are a range of externally provided, including both ffs and free presentations, relevant to Administration Officers and Department Managers

Note: These external presentations are from both authorities eg ASQA and private providers eg consulting bodies, interest groups. When undertaking CPD from non-authority groups staff are required to remain aware of the provider commercial interests

### Sample

<p><b>VET PD Group</b></p>	<p><b><i>VET PD Group is serious about:</i></b></p> <ul style="list-style-type: none"> <li>▪ facilitating communications and ideas from VET practitioners;</li> <li>▪ encouraging sharing of educational strategies for all teaching/training and learning methodologies; and</li> <li>▪ promoting overall increase of capability within Australia's VET sector.</li> </ul>	<p><b>FREE VET PD - Google Sites</b>  <a href="https://sites.google.com/view/vetpdgroup/free-vet-">https://sites.google.com › view › vetpdgroup › free-vet-</a></p>
<p><a href="#">ASQA Educative Videos</a>  from Australian Quality Skills Authority</p>	<p><b>Perfect for: trainers, assessors, instructional designers, compliance staff, consultants, managers and RTO personnel</b>  <b>ASQA has launched its range of videos made in collaboration with the vocational education and training sector to explain common regulatory questions.</b></p>	<p><b>Videos and webinars   Australian Skills Quality Authority (ASQA)</b>  <a href="https://www.asqa.gov.au/resources-providers/videos">https://www.asqa.gov.au › resources-providers › videos</a></p>
<p><b>Compliance And Quality Assurance (CAQA)</b></p>	<p><b>This newsletter is a great resource for people involved in vocational education and training, and higher education, as well as government officials and several politicians. As education and training professionals, we incorporate topics and discussions based on what you have already told us about what you want to discuss and what we have observed while working.</b></p>	<p><b>The VET Sector Newsletter</b>  <a href="mailto:info@caqa.com.au">info@caqa.com.au</a></p>
<p><b>Professional Development   RTO Advice</b></p>	<p><b>annual PD membership that your team can log in to throughout the year, live webinars, one-on-one mentoring sessions, or in-house group training, we're here and ready to design a PD solution for you</b></p>	<p><b>Group</b>  <a href="https://www.rtoadvice.com.au">https://www.rtoadvice.com.au</a> › RTO Consulting</p>
<p><a href="#">Online RTO Administration Courses - Skills</a></p>	<p><b>Skills Education offer a wide collection of online RTO Administration training courses all delivered by experts.</b></p>	<p><a href="https://www.skillseducation.com.au">https://www.skillseducation.com.au</a></p>



Version 1.1 Implementation Date: 22.06.2023 Version Review Date: 21.06.2024

<a href="#">Education</a>		
Velg Training	Become the 'Ultimate' RTO Administrator! -	Velg Training <a href="https://www.velgtraining.com">https://www.velgtraining.com</a> › events
RTOManager	RTO daily management and administration	VET <a href="https://www.meshedgroup.com.au">https://www.meshedgroup.com.au</a> ›
VOCED	VET practitioner resource - Professional development <a href="https://www.voced.edu.au">https://www.voced.edu.au</a> › undertake professional development in the fields of the knowledge and practice of vocational education	<a href="https://www.voced.edu.au">www.voced.edu.au</a> › vet-practitioner-resource-pr...