ACPET values professional development and to encourage the ongoing use of PD we have developed two webinar pricing options that make PD more affordable.

**PD Pricing Plan**

**members only**

ACPET’s PD Pricing Plan for members gives unlimited access for all staff to ACPET webinars for a one off payment. The PD Pricing Plan is equitable to all members regardless of how big or small, as the pricing is based on membership category and valid until 30 June each year. We encourage members to purchase a PD Plan as it allows all staff within your organisation to increase their skills and knowledge by undertaking regular professional development throughout the year.

<table>
<thead>
<tr>
<th>Membership category</th>
<th>Gross turnover</th>
<th>Pricing Plan (Jan to June 2017)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 &amp; 3</td>
<td>Up to $500,000</td>
<td>$750</td>
</tr>
<tr>
<td>4</td>
<td>$500,000 to $3 mil</td>
<td>$1,000</td>
</tr>
<tr>
<td>5</td>
<td>$3 mil to $8 mil</td>
<td>$1,350</td>
</tr>
<tr>
<td>6</td>
<td>$8 mil to $15 mil</td>
<td>$2,000</td>
</tr>
<tr>
<td>7</td>
<td>$15 mil to $30 mil</td>
<td>$2,500</td>
</tr>
<tr>
<td>8</td>
<td>$30 million +</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

**Pre-pay deals**

**members and non-members**

ACPET has created customised solutions for your PD needs by giving organisations the opportunity to pre-purchase webinars at greatly reduced prices. Take advantage of the following pre-purchase options, as with these great prices, staff can undertake PD throughout the year, as all pre-purchased webinars are valid for 12 months.

<table>
<thead>
<tr>
<th>Webinars</th>
<th>Pre-Pay</th>
<th>Per Webinar</th>
<th>Pay as you go price</th>
<th>Saving</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>$500</td>
<td>$50</td>
<td>$750</td>
<td>$250</td>
</tr>
<tr>
<td>25</td>
<td>$1,125</td>
<td>$45</td>
<td>$2,200</td>
<td>$750</td>
</tr>
<tr>
<td>50</td>
<td>$2,000</td>
<td>$40</td>
<td>$4,400</td>
<td>$2,400</td>
</tr>
<tr>
<td>100</td>
<td>$3,500</td>
<td>$35</td>
<td>$8,800</td>
<td>$4,500</td>
</tr>
</tbody>
</table>
Standard 1.16 requires trainers and assessors to have current knowledge and skills in vocational training and to undertake professional development in learning and assessment, including competency based training and assessment. These webinar recordings have been developed to support you to meet this standard.

Compliance
- Getting the amount of training right for quality and compliance
- Volume of learning and amount of training - introduction
- Top compliance challenges for trainers and assessors
- Top 10 non-compliances for CRICOS providers
- Training and assessment – a practical approach to achieving compliance
- Elements of a compliant TAS

Intro Series
- Understanding the VET Quality Framework
- Introduction to Standards for RTOs
- Introduction to ELICOS
- Introduction to CRICOS
- Creating assessments – a beginners guide (3 part webinar series)

Training and assessment
- Volume of learning and amount of training - introduction
- Getting the amount of training right for quality and compliance
- Facts and myths about newly redesigned units of competency and assessment
- Collecting evidence that matters – unpacking the rules of evidence
- Learning assessment material – how do I customise for my client group

Training techniques
- 11 ways to manage difficult behaviours in the training room
- Training games to support learning transfer
- Effective training techniques
- 9 ways to attract and maintain the attention of your audience

Validation
- Independent validation of assessment – obligations and ideas for RTOs
- Validation scheduling and sampling
- Validating training and assessment with industry
- Validation with EAL and ELICOS
- Validation – requirements and how to implement them
ACPET members strive to promote quality and ethics within their organisational practices. To help build on the educational sectors of quality and ethics ACPET has developed these webinars. They are pre-recorded to be viewed at your convenience.

**Compliance**
- Quality education related webinars
- Quality in training – the quality webinar series
- Quality in assessments – the quality webinar series
- Quality engagement with stakeholders – the quality webinar series
- Quality for students – the quality webinar series
- Volume of learning and amount of training – introduction
- Elements of a quality training and assessment system
- Techniques to help you successfully map your assessments
- Validating training and assessment with industry
- Improve your quality and compliance by addressing the top five ASQA non-compliances
- Good practice in transition management and teach out
- Strategies for increasing student participation and completion rates
- Credit transfer – a step-by-step guide for good practice
- Empowering assessors in conducting RPL
- RPL – getting it right
- Complaint handling for international students presented by the Overseas Student Ombudsman
- Creating assessments webinar series (3 part webinar series)
- Clustering units for delivery and assessment
- Validation – requirements and how to meet them
- Validation – an introduction for complete beginners
- Getting industry engagement right – a blueprint for success

**Marketing related webinars**
- ACPET’s Code of Ethics and Code of Practice
- Implementing responsible good practice in engaging education agents
- Educational brokers – the good, the bad and the ugly
- Conversation with the CEO – Education Brokers with Rod Camm
- Online advertising – Dos, Don’t and How-tos
- Using social media ethically and effectively in your training institution

**Student services related webinars**
- How to embed LLN testing into your RTO’s practice
- Integrate numeracy support into your vocational practice
- Supporting students with a disability by creating an inclusive learning environment
- Building confidence in enrolling students with a disability
- Autism spectrum basics
- How to support students with a hearing loss and deafness
- Addressing stress, anxiety and mental health among learners and staff through mindfulness
- Meeting the requirements for issuing AQF qualifications and statements of attainments
- Supporting EAL and ELICOS students
- Supporting international students
These engaging webinar series will increase your staff’s knowledge and skills. Each webinar is $60 for members and $88 for non-members (inclusive of GST). The following webinars are available now with more being added weekly.

**Trainer Techniques Series**
- 11 ways to manage difficult behaviours in the training room
- Nine ways to attract and maintain the attention of your audience
- Effective training techniques – understanding how to use CORE – Closers, Openers, Revisitors and Energisers
- Training games to support learning transfer

**Quality Series**
- Quality in training
- Quality in assessment
- Quality engagement with stakeholders
- Quality for students

**Management Skills Series**
- Conflict resolution
- Managing upwards
- Managing internal and external stakeholders
- Resilience in self

**Validation Series**
- Validation – an introduction for complete beginners
- Validation – what are the requirements?
- Validation – a practical guide for incorporating into practice
- Validating training and assessment with industry

**Assessment Series**
- Creating assessments – part 1 of 3
- Creating assessments – part 2 of 3
- Creating assessments – part 3 of 3
- Quality in assessments

**HR Series**
- HR policies and procedures
- Everyday staff conversations
- Reasonable management action
- Staff recruitment

Suggestions?
Let us know your ideas: pd@acpet.edu.au
ACPET PD has created a range of pre-recorded webinars aligned to each of the eight ‘Standards for RTOs 2015’. The webinars address each individual clause within the eight standards, especially for standard one which has 7 individual clauses.

Each individual webinar is priced at $60.50 for members and $88 for non-members. The full webinar package is available for the discounted price of $1,250 for members ($290 saving) and $2,000 for non-members ($240 saving). To purchase please call 1800 657 644 or email pd@acpet.edu.au

### MEETING THE STANDARDS SERIES

<table>
<thead>
<tr>
<th>Standard 1 Clause 1.1–1.4</th>
<th>Training &amp; assessment – a practical approach to achieving compliance + Elements of a quality assessment system – documents &amp; processes</th>
<th>Engage your industry contacts and grow your industry networks online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard 1 Clause 1.5–1.6</td>
<td>Engage effectively with employers and industry + Working models of industry partnerships</td>
<td>Supporting learners with a disability</td>
</tr>
<tr>
<td>Standard 1 Clause 1.7</td>
<td>Meeting the standards – getting compliant with LLN + Integrating language &amp; literacy support in delivery &amp; assessment</td>
<td>RPL – getting it right</td>
</tr>
<tr>
<td>Standard 1 Clause 1.8–1.12</td>
<td>Good practice – elements of a quality assessment system + How to create an ongoing systematic validation schedule</td>
<td></td>
</tr>
<tr>
<td>Standard 1 Clause 1.13–1.25</td>
<td>Meeting the standard – employing and supervising skilled trainers and assessors</td>
<td></td>
</tr>
<tr>
<td>Standard 1 Clause 1.26–1.27</td>
<td>Managing transition from superseded training products</td>
<td></td>
</tr>
<tr>
<td>Standard 2</td>
<td>Quality assuring your RTO + How to make your quality assurance really work for your RTO</td>
<td>Third party agreements – meeting the standard</td>
</tr>
<tr>
<td>Standard 3</td>
<td>What are you issuing? Checking testamur + Credit transfer – a step-by-step good practice guide</td>
<td>USI webinar</td>
</tr>
<tr>
<td>Standard 4</td>
<td>Providing accurate and factual information to prospective and current learners</td>
<td></td>
</tr>
<tr>
<td>Standard 5</td>
<td>How to ensure each learner is properly informed &amp; protected</td>
<td></td>
</tr>
<tr>
<td>Standard 6</td>
<td>Managing complaints and appeals</td>
<td></td>
</tr>
<tr>
<td>Standard 7</td>
<td>Financial viability risk &amp; authorised officers – meeting the standard + Protect fees and insurance</td>
<td>What performance and governance arrangements should your RTO have in place</td>
</tr>
<tr>
<td>Standard 8</td>
<td>RTO and ASQA cooperation and legal obligations + Third party agreements – meeting the standard</td>
<td>Annual declaration webinar</td>
</tr>
</tbody>
</table>
Choose two webinars from the Webinar Library at no charge. Redeem this voucher by sending an email to pd@acpet.edu.au
Let us know which two webinar recordings you would like, and quote the code COMP201617