

TAFE QUEENSLAND

PROFESSIONAL DEVELOPMENT AND TEACHER TRAINING



-  **SPECIALISED**
PROGRAMS
-  **STUDENT**
SATISFACTION
-  **INDUSTRY**
ENDORSED



Queensland
Government
Australia

**MAKE
GREAT
HAPPEN**



PROFESSIONAL DEVELOPMENT AND TEACHER TRAINING

TAFE Queensland's Professional Development and Teacher Training programs allow participants to develop skills appropriate to the Vocational Education and Training (VET) sector.

These programs are tailored made to suit participants individual needs. With a range of topics including training for teachers and leadership and management for leaders or corporate executives.

VOCATIONAL TRAINING DELIVERY METHODOLOGY

The program content allows participants to; design and implement training strategies, learn how to unpack training packages and develop participant's skills in how to effectively engage with students to facilitate training for groups and individuals that reflect the Australian learning frameworks, legislation and standards.

Below is a list of topics that could be included in the program:

- » Plan activities and processes
- » How to assess competence
- » What is validation
- » Design and develop various tools
- » Plan, organise and deliver group-based learning
- » Plan, organise and facilitate learning in the workplace
- » Design and develop learning programs
- » How to use training packages to meet client needs
- » Address adult language, literacy and numeracy skills
- » Provide work skill instruction.



LEADERSHIP AND MANAGEMENT

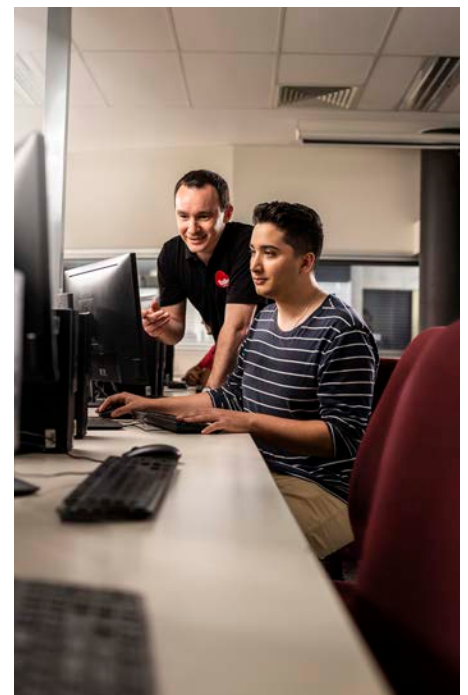
The leadership and management content of this program is facilitated by TAFE Queensland's expert teaching staff, who have extensive experience in industry engagement and support participants successfully through their studies.

The delegates will develop specialised technical skills to set themselves apart as leaders in the education field.

These skills will be honed by undertaking practical training skill sets, such as; developing communication skills as a workplace leader, presentation delivery, operational plan implementation, customer service standards and an understanding for the need of continuous improvement.

Below is a list of topics that could be included (but not limited to) in the program:

- » Lead team effectiveness
- » Lead effective workplace relationships
- » Communicate effectively as a workplace leader
- » Mentor in the workplace
- » Write complex documents
- » Manage personal work priorities and professional development
- » Develop work priorities
- » How to implement and monitor WHS policies, procedures and programs to meet legislative requirements
- » Implement and monitor environmentally sustainable work practices
- » Identify risk and apply risk management processes
- » Analyse and present research information
- » Build client relationships and business networks
- » Apply digital solutions to work processes
- » Lead and facilitate off-site staff
- » Implement continuous improvement
- » Show leadership in the workplace
- » Develop teams and individuals
- » Lead a diverse workforce
- » Promote innovation in a team environment
- » Report on financial activity
- » Implement customer service standards.



PROGRAMS

Each program is specialised to meet participants individual needs. It may include:

- » The Australia education system
- » Competency-based training
- » Relevant leadership and management subjects
- » Institute management insights.

Interpreters can be used where necessary and participants are not required complete assessments.

Participants will also have the opportunity to gain hands-on experience through:

- » Industry engagements and university or partnering organising visits
- » Meetings with faculty managers and teaching teams
- » Team building activities
- » Campus tours
- » Teacher shadowing and classroom observation.



SAMPLE ITINERARY

Each program is specialised to meet participants individual needs. It may include:

- » **Duration:** Two (2) to three (3) weeks
- » **Number of Participants:** 10 – 20
- » **Locations:** Brisbane, Gold Coast, Sunshine Coast, Cairns

TAFE Queensland non-accredited Professional Development and Teacher Training programs offer participants a unique experience and insight into Australian teaching methodology. TAFE Queensland is an experienced vocational education and training provider specialising in competency based training. Each program is customized to suit participants teaching backgrounds and particular areas of interest.

PROGRAM INCLUSIONS

- » Structured classroom learning and workshops as per the program timetable.
- » Guided industry visits.
- » Campus tour.
- » Access to classrooms for observation sessions.
- » Transport to and from the industry visits.
- » Orientation and induction to the campus, including a welcome pack and TAFE Queensland polo-shirt.
- » Farwell graduation lunch.
- » Learning resources.
- » Statement of Participation certificates.
- » Access to TAFE Queensland's Wi-Fi.
- » Australian Goods and Service Tax.
- » Visit to an Australian University.

TAFE Queensland can also arrange General English classes and offer support services such as airport transfers, accommodation and weekend cultural activities upon request. Contact the Study Tours team for more information.



SAMPLE ITINERARY - 2 WEEKS

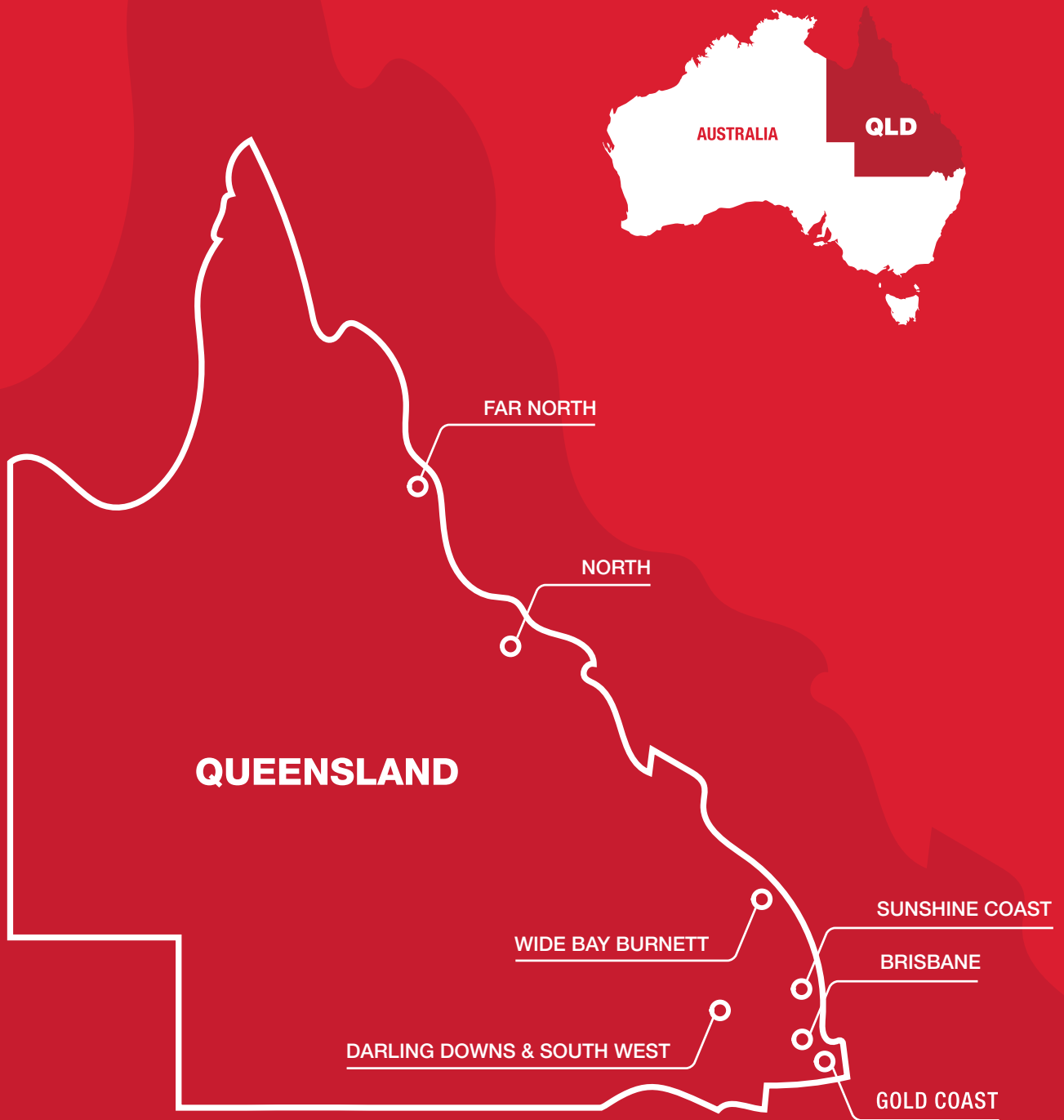
WEEK ONE		
DAY	TIME AND INFORMATION	ACTIVITY
DAY 1	9:00am – 12:00pm	Official Welcome <ul style="list-style-type: none"> • Introduction to TAFE Queensland • Presentation and outline of teachers training program • Discussion on institutional cooperation opportunity, signing ceremony/photo • Campus tour
	12:00pm – 1:00pm	Official Welcome Lunch Enjoy a delicious welcome meal at one of our TAFE Queensland student training restaurants*. <i>*This is subject to the student restaurant opening hours during the term, a substitute catering option will be provided if it is unavailable at the time of the program.</i>
	1:00pm – 3:00pm	Introduction to VET <ul style="list-style-type: none"> • Introduction to the Australian Vocational Education Training (VET) system • Australian Industry Skills Committees (AISC), Industry Reference Committee (IRC) and the VET system • Teacher workshops relating to the VET system • Plenary session
DAY 2	9:00am – 12:00pm	Teaching Methodology <ul style="list-style-type: none"> • Plan, organise and deliver group-based learning • Plan, organise and facilitate in the workplace • Advanced delivery strategies • Teacher workshop • Plenary session
	12:00pm – 1:00pm	Lunch
	1:00pm – 3:00pm	Laws and Regulations, Quality and Compliance <ul style="list-style-type: none"> • Introduction to the Australian Skills Quality Authority (ASQA) • Overview of Australian Government Standards for training organisations • Auditing procedures • National TAFE Governance structure • Government Regulations and laws that relate to training in Australia • Overview of Australian Quality Framework (AQF) • Teacher workshop • Plenary session
DAY 3	9:00am – 12:00pm	Competency Based Learning <ul style="list-style-type: none"> • Introduction to competency based training • The four elements of competency based training • Workshop on competency based training • Teacher workshop • Plenary session
	12:00pm – 1:00pm	Lunch
	1:00pm – 3:00pm	Vocational Education and Training Workshop - Training Packages (1) <ul style="list-style-type: none"> • Introduction to the Training Packages (curriculum) • Introduction to the qualification structure • Introduction to Units of Competency • Plenary session
DAY 4	9:00am – 12:00pm	Vocational Education and Training Workshop <ul style="list-style-type: none"> • Classroom observation • Plenary session
	12:00pm – 1:00pm	Lunch
	1:00pm – 3:00pm	Introducing the various functions in a Faculty <ul style="list-style-type: none"> • Short presentations by Faculty Director, Operations Manager, Team Manager and Teacher • Teacher workshop • Plenary session
DAY 5	9:00am – 12:00pm	Vocational Education and Training Workshop - Training Packages (2) Understanding the various components of a Unit of Competency and relevance to the workplace
	12:00pm – 1:00pm	Lunch
	1:00pm – 3:00pm	Industry visit
DAY 6 AND 7	Free time	

SAMPLE ITINERARY - 2 WEEKS

WEEK TWO		
DAY	TIME AND INFORMATION	ACTIVITY
DAY 8	9:00am – 12:00pm	Vocational Education and Training Workshop – Design and Develop Learning Programs <ul style="list-style-type: none"> Developing program content for the workplace The difference between non-accredited or accredited training Teacher workshop
	12:00pm – 1:00pm	Lunch
	1:00pm – 3:00pm	Vocational Education and Training Workshop – Learning Management System (LMS) <ul style="list-style-type: none"> Overview of Connect (LMS) Technology used in VET - What is blended delivery/ learning and its benefits Guest speaker Teacher training on Connect
DAY 9	9:00am – 12:00pm	Vocational Education and Training Workshop <ul style="list-style-type: none"> Deliver group-based (working/team work) learning
	12:00pm – 1:00pm	Lunch
	1:00pm – 3:00pm	Vocational Education and Training Workshop <ul style="list-style-type: none"> Deliver group-based (working/team work) learning
DAY 10	9:00am – 12:00pm	Vocational Education and Training Workshop – Planning Delivery Processes <ul style="list-style-type: none"> How to review assessment tools Teacher workshop Plenary session
	12:00pm – 1:00pm	Lunch
	1:00pm – 4:00pm	Vocational Education and Training Workshop - Assessing Competence <ul style="list-style-type: none"> Reviewing a unit of Competence Reviewing the Rules of Evidence Teacher workshop Plenary session
DAY 11	9:00am – 12:00pm	Vocational Education and Training Workshop – Teacher Currency Requirements <ul style="list-style-type: none"> Qualifications Industry currency Teacher's own professional development Teacher workshop Plenary session
	12:00pm – 1:00pm	Lunch
	1:00pm – 3:00pm	Vocational Education and Training Workshop - Demonstrate Leadership in the Workplace <ul style="list-style-type: none"> Program and organization management Leadership skills as a VET Trainer
DAY 12	9:00am – 11:30am	Vocational Education and Training Workshop <ul style="list-style-type: none"> Teacher experience presentation
	11:30am – 12:00pm	Graduation ceremony
	12:00pm – 1:00pm	Farewell lunch Enjoy a delicious farewell meal at one of our TAFE Queensland student training restaurants*. <i>*This is subject to the student restaurant opening hours during the term, a substitute catering option will be provided if it is unavailable at the time of the program.</i>
	1:00pm – 3:00pm	Free time

REQUEST A QUOTATION

Please complete the Professional Development and Teacher Training Booking Form and send to our Study Tours team studytours@tafe.qld.edu.au



studytours@tafe.qld.edu.au
tafeqld.edu.au/international

TAFE Queensland RTO 0275 | CRICOS 03020E | HEP PRV13003

**MAKE
GREAT
HAPPEN**

