

Aim

This workshop covers the application of vocational training and the structure that supports it, the competencies required to foster and promote an environment that encourages inclusive work practices and a learning culture and the processes and strategies that can be used to ensure that training and assessment take place in, and comply with, occupational health and safety requirements.

Audience

The audience for this course is anyone who is required to design and present training sessions in the workplace, in a vocational education and training (VET) environment.

Duration

One day.

Course Outcomes

Work effectively in vocational education & training

1. Work within the vocational education and training policy framework
2. Work within the training and/or assessment organisation's quality framework
3. Manage work and work relationships
4. Demonstrate a client focussed approach to work

Foster an inclusive learning culture

5. Practice inclusivity
6. Promote and respond to diversity
7. Develop and implement work strategies to support inclusivity

8. Promote a culture of learning
9. Monitor and improve work practices

Ensure a healthy and safe learning environment

10. Identify OHS responsibilities
11. Identify hazards in the learning environment
12. Assess risks in the learning environment
13. Develop and implement actions to ensure the health, safety and welfare of learners and/or candidates
14. Provide appropriate OHS requirements to learners and/or candidates
15. Monitor OHS arrangements in the learning environment

The course content is mapped to the following units: TAAENV401A Work effectively in Vocational Education and Training, TAAENV402A Foster and promote an inclusive learning culture, TAAENV403A Ensure a healthy and safe learning environment.

Course Content

Learning Environment

- Training
- Considerations
- VET policies and features
- Training packages
- Standards for RTOs
- Australian Qualifications Framework (AQF)
- User choice
- Traineeship and Apprenticeship arrangements
- The National Reporting System (NRS)
- Access and equity
- Enhancing the capability of VET professionals
- Applying VET knowledge

- Quality
- Managing work
- Monitoring work
- Feedback and collaboration
- Customer/client focus
- Inclusivity
- What is Inclusivity
- Access and equity policy
- Overcoming barriers to VET entry
- The value of diversity
- Learning cultures
- Work practice
- Providing information to learners
- Enrolment
- Delivery

- Assessment
- Employment and further study
- Decision making
- OHS in the learning environment
- OHS and the training/assessment situation
- ANTA requirements
- Trainer and assessor competencies
- OHS in industry
- Issues
- Prevention of harm
- Employees and learners
- Hierarchy of control
- Risk assessments
- Risk assessment and control
- Reporting procedures