

# IBSA Academy units

Published IBSA Academy units

May 2020

| Course title                                      | Description  |
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| Training package transitions                      | This course will help you to understand training packages, how they are created and updated, your role in transitioning to new and updated training packages, and how to support and advise learners who are affected by updates to training packages.   |
| Getting and using feedback from learners          | As teachers, trainers and creators of training resources, we are tempted to make assumptions about what learners need and how best to support their learning. In this course, you will learn step-by-step how to conduct the process of getting and using feedback from your learners, which is crucial for challenging your assumptions and then taking action to improve your learning programs. |
| Teaching online                                   | In this course, you will learn how to translate face-to-face teaching sessions into online teaching sessions. By the end of this course, you will become familiar with the technology, the approaches, the tips and tricks and the examples that can support you to deliver the same great teachings, but in an online environment.  |
| Designing assessment tools                        | This course will take you through the process of designing assessment tools, from initial planning to final review. We will look at various types of assessment tools, the information that must be included in assessment tools, and how to conduct effective quality reviews of assessment tools. alkdj – alkd   |
| Addressing language, literacy and numeracy skills | In this course, you will learn how to identify language, literacy and numeracy (LLN) skill requirements of training and the work environment, and how to use resources and strategies that meet the needs of the learner group.  |
| Customising and contextualising training programs | In this course, we will explore the difference between customisation and contextualisation, and learn why, how and when to modify materials and methods to better meet the needs of learners and other stakeholders.   |
| Validation in the Standards for RTOs 2015         | In this course, we will explore the ASQA requirements for conducting validation, specified in the Standards for RTOs 2015. We will learn about who conducts validation, how to conduct this type of validation, and when to conduct validations so that your RTO stays compliant.  |
| Time management                                   | This course will cover the benefits of time management, how to create effective to-do lists, calendars and action plans, and how to deal with distractors and time wasters.  |
| Planning and delivering training sessions         | This course will take you through the process of planning and delivering a training session. We will look at the role and structure of a session plan, how to finalise it, and the importance of continually reviewing it.   |

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| <b>Building professional networks</b>                      | This course will help you explore the benefits of professional networking, how to build relationships and create your own network, and how to get the most out of your professional network.   |
| <b>Emotional intelligence and leadership</b>               | This course will explore emotional intelligence and how it can improve your leadership practice. We will discuss how to recognise your emotions and the emotions of others, how to respond in emotionally intelligent ways, and how to apply emotional intelligence techniques to improve outcomes for you and your team.  |
| <b>Good working habits</b>                                 | This course will help you understand how habits form, identify your own positive and negative habits, and develop strategies for creating positive habits in your personal and professional life.  |
| <b>Setting goals and priorities</b>                        | This course will help you develop an understanding of why you should set goals, how to define them and how to prioritise effectively in order to achieve your goals.   |
| <b>Emotional intelligence and training</b>                 | This module will help you apply emotional intelligence (EI) techniques to your facilitation, training and assessment interactions. Applying EI to your educational practice can lift your motivation, job satisfaction and personal satisfaction.  |
| <b>Unpacking a unit of competency</b>                      | This unit will give you the skills to 'unpack' a unit of competency in its entirety; everything you need to know about performance criteria, Foundation Skills, knowledge evidence, performance evidence and assessment conditions. You will also learn how to put it all together, contextualise a unit and choose methods, tools and resources for assessment. |
| <b>Analysing training needs</b>                            | This course will help you understand how to assess training needs, and identify or adjust existing training programs to meet the specific needs of learners.   |
| <b>The assessment toolbox</b>                              | This course will give you an overview of the assessment process, including key terminology, designing assessment tools and instruments, planning assessment, and recording results.  |
| <b>RTO compliance – Not my job!</b>                        | This course will give you an overview of RTO compliance requirements, and the responsibilities of individuals and organisations in meeting them.   |
| <b>Understanding RPL and guiding candidates through it</b> | This course will give you an overview of RPL (recognition of prior learning) assessment, and how to guide candidates throughout the process.   |
| <b>The VET system – What is it?</b>                        | This course will give you an overview of Australia's Vocational Education and Training (VET) system, what it is, and how it works.   |
| <b>Volume of learning and amount of training</b>           | This course will give you an overview of volume of learning (VoL), how it relates to amount of training (AoT), and how to develop a strategy to cover the required volume of learning in qualifications and units.   |
| <b>Completing your trainer skills matrix</b>               | This course will give you an overview of how to create and maintain a trainer skills matrix, and how to keep it current and compliant.   |