



FREE COURSE

VOCATIONAL TRAINER PREPARATION PROGRAM



Commencing 2nd May 2023

Have you considered becoming a trainer in your industry? Or are you an existing trainer in your business who is looking to further build competency? This short course is a great personal development opportunity, providing industry professionals with an entry-level Skill Set for facilitating training in the workplace and/or Vocational Education and Training (VET) sector.

Eligibility

Participants must be aligned with one of the following industries to be eligible to participate in this program:

- Advanced Manufacturing
- Civil construction
- Automotive
- Plumbing (inc. gas and polymer processing)
- Electrotechnology

Program Overview

This Program would be best suited to:

- individuals who have an interest in becoming an accredited trainer to complement their current work in industry and/or place of employment
- individuals who are looking to refine their skills when conducting general training in their workplace
- individuals who may like to complete the full Certificate IV in Training & Assessment in the future, allowing them to teach casually, part-time or full-time in the VET sector.

The course will assist participants in developing digital skills for use in vocational training practice, as well as basic presentation skills and providing work skill instruction.

The course will also provide an insight into how the VET sector in Australia works. In addition, it will encompass study skills in order to better prepare those continuing on to complete the minimum qualification required to conduct accredited training (i.e. Certificate IV in Training & Assessment).

Topics

- Digital skills for work tasks:
 - Basic MS Word, PowerPoint, Emailing, Filing, Web conferencing tools, basic online researching skills
- Study Skills
- Document writing at ACSF level III-IV
- Editing documents
- Referencing skills
- Giving a short presentation
- Online facilitation
- Providing work skill instruction
- The Australian VET Sector

Schedule

This course runs over ten (10) weeks consisting of sixteen (16) x three (3) hour evening sessions over this time:

	Week 1	Week 2	Week 3	Week 4	Week 5	cont...
Topic	Digital Skills	Digital Skills	Digital Skills	Study Skills	Document Writing	Document Writing
Day/Date	Tue 2/5/23	Tue 9/5/23	Tue 16/5/23	Tue 23/5/23	Tue 30/5/23	Thu 1/6/23
Delivery	On Campus	On Campus	Webinar	Webinar	On Campus	Webinar
	Week 6	cont...	Week 7	Week 8	Week 9	Week 10
Topic	Editing and Referencing	The VET Sector	TAESS00014 Enterprise Trainer Presenter Skill Set	TAESS00014 Enterprise Trainer Presenter Skill Set	TAESS00014 Enterprise Trainer Presenter Skill Set	TAESS00014 Enterprise Trainer Presenter Skill Set
Day/Date	Tue 6/6/23	Thu 8/6/23	Tue 13/6/23 Thu 15/6/23	Tue 20/6/23 Thu 22/6/23	Tue 27/6/23 Thu 29/6/23	Tue 4/7/23 Thu 6/7/23
Delivery	Webinar	Webinar	Webinar	Webinar	Webinar	Webinar

Information Sessions

Online information sessions will be held via Microsoft Teams on the following dates and times.

Please confirm your attendance by registering via one of the links below:



[Thursday](#)
[23rd March 2023](#)
[4:00pm](#)



[Monday](#)
[April 3rd 2023](#)
[4:00pm](#)



[Tuesday](#)
[April 18th 2023](#)
[4:00pm](#)

Expressions of Interest

To register your interest in this Program, please click [here](#) or scan the QR code to be directed to an Expression of Interest form. Alternatively, for further information please contact:

trainingandassessment@tastafe.tas.edu.au

