



Industry Skills Council

Professional Development Workshops



Leading Practice in Recognition Assessment 2-Day Workshop

Perth

24 & 25 June 2008

Due to the overwhelming interest in our first workshop in April this year, we are pleased to announce the release of a **new 2-day workshop in Perth on 25 & 25 June**. CSHTA Pty Ltd (the ISC's commercial arm) is delivering an additional professional development workshop on the skills around delivering **quality recognition assessment**. This workshop is specifically designed for RTOs delivering in the community services and health industries as well as other industries in the VET sector.

This 2-day professional development workshop is open to all levels of assessors, with sessions specifically tailored to the skill level and knowledge of the participants. Assessors attending this workshop will also comply with the new **AQTF standards regarding ongoing professional development opportunities for staff**.

Day 1: Mapping Job Roles and Gathering Evidence

This workshop covers:

- Recognition Assessment - **What** is it, **why** would you do it, and **how** to do it
- Mapping job roles to qualifications and mapping Key Performance Indicators to units of competencies
- Mapping job roles to AQF levels (that is: Certificate III, IV, Diploma, and Advanced Diploma)
- Gathering and validating workplace evidence:
 - What level of evidence is required?
 - How much evidence needs to be provided?
 - Moving to a non-paper based & **streamlined process** of gather evidence
 - How to move away from the traditional portfolio method
 - How to provide sufficient documentation according to the AQTF 2007 standards.

Day 2: Developing Resources and Assessment Tools

This workshop covers:

- Developing AQTF compliant assessment tools:
 - designing holistic recognition assessment tools
 - customising performance criteria to meet work role requirements
- Crafting best practice essential knowledge questions and answers
- Building scenarios to meet essential knowledge and skills
- Undertaking validation (validating assessment tools) to the AQTF 2007 standards

The **Two-day workshop** cost is **\$990 (Inc GST)**



Industry Skills Council

Recognition Assessment Workshops 24 & 25 June 2008 Perth



YES! Please register me for the workshop

Day1: Mapping Job Roles and Gathering Evidence
Perth 24 June (9.30am to 4.30pm)

Day 2: Developing Resources and Assessment Tools
Perth 25 June (9.30am to 4.30pm)

Please Note:

- Complete one registration form per participant & please complete all sections of this registration form
- Provide us with the email address that you have regular access to so that we can send you any pre-workshop reading material and venue details
- Read the ISC Terms and Conditions for Workshops on the following page prior to registering & tick the box to agree to the terms.

The **Two-day workshop** cost is **\$990 (inc GST)**.

Dietary Requirements: _____

First Name		Surname	
Position			
Organisation			
Organisation Type:			
<input type="checkbox"/>	RTO Public	<input type="checkbox"/>	School
<input type="checkbox"/>	RTO Private	<input type="checkbox"/>	NAC
<input type="checkbox"/>	Group Training Company	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Employer		
Postal Address			
City/Suburb		State	Post Code
Telephone		Mobile	
Email			

Payment details

(NB Invoices will only be sent when a Purchase Order is received with registration)

<input type="checkbox"/>	I have enclosed a cheque payable to Community Services & Health Industry Skills Council Ltd		
<input type="checkbox"/>	I am faxing the registration form to you and wish to be invoiced. I have attached a Purchase Order from my company		
Credit Card Details			
<input type="checkbox"/>	I wish to pay by credit card and hereby authorise the CS&H Industry Skills Council to charge the amount of A\$ _____		
Type of Credit Card	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	<input type="checkbox"/> Bankcard
Name on the Card		Expiry Date / /	
Credit Card no.			

I have read and agree to the ISC/CSHTA Terms and Conditions for Workshops outlined on the following page

Signature _____ Date / /

Please complete and return to: Fax 02 9270 6601

CSHTA Pty Ltd ABN 81 110 784 239 * PO Box 49 Strawberry Hills NSW 2012
Telephone: 02 9270 6628 Website: www.cshta.com.au



Terms and Conditions for Workshops

Location and venue

Details of the venue, location and a map will be emailed to participants approximately one week prior to the workshop date.

Travel and accommodation

Participants requiring travel and accommodation should make their own arrangements. Prior to travel booking, it is recommended participants await written confirmation that the workshop is proceeding and a venue has been confirmed.

Access for people with disabilities

People with specific needs should contact CSHTA to ensure their requirements can be met. Please note all of our venues are wheelchair accessible.

Registration conditions

Cancellation and transfer policy – CSHTA will not accept any liability or responsibility for changes to personal or organisational circumstances. CSHTA's policy is:

- 50% refund for cancellation in writing up to 2 working days prior to the workshop
- No refunds for notification within 2 working day of the workshop or non-attendance on the day

Name or date transfers - Registration transfers will be accepted if advised in writing at least 2 working days prior to the workshop date.

For any changes to registrations please contact CSHTA Business Development Team on 02 9270 6619 or info@cshta.com.au.

Cancellation of workshop - Workshops will proceed subject to sufficient numbers. In the event a workshop does not meet minimum participant numbers, CSHTA will advise of cancellation 1 week before the workshop. Participants will have the option to:

- transfer to another suitable date
- exchange for an CSHTA product
- receive credit note for use at future events or for products
- elect for a full refund

Disclaimer

All information is correct at time of printing.

For any queries regarding these terms and conditions or any other aspect of the Workshops please contact CSHTA Business Development Team on 02 9270 6619 or tandiss.hatami@cshisc.com.au.