

Diploma of Training & Assessment Qualification Program Course Brochure 2010



**Modular, Workshop
Program & Self-
Paced E-Learning**



The project based learning
approach for Training,
Performance & Leadership
Professionals

Part of the APCOT Professional
Development Model for Training
Excellence



Supporting your Pursuit for Continual
Improvement



APCOT

Feed the **LEARNAVORE!**

Take your Professional Expertise to the next level.

Are you already in, or looking to move into an Advanced Learning and Development Role with Management and Leadership duties?

Are you already in or looking to move into an **advanced learning & development** role?

Want to build your skills in **Advanced Facilitation Techniques** and learn the **ACTION Learning** approach to workplace productivity?

Need to increase your learning resources tool kit to include **self made online learning resources?**

Looking to drive **continuous improvement processes** with your team?

And **Manage** the training, assessment and learning functions?

The APCOT Diploma of Training & Assessment Program allows you to advance your training & assessment skills into mastery levels. You will also engage in management & leadership level units where you are inspiring others to learning, development & performance excellence

Want to be one of the new breed? Fire up your ROAR matter!

The APCOT Qualification programs are of the highest standards, built from best practice

National and International learning and development methodologies. We use an interactive, project based learning approach that utilizes experiential learning and constructivism as some of our core theories of learning. We do not believe in trainers just telling learners how to do something, rather our

facilitators' guide you, the learner, in doing it for yourself while using reflective analysis along the way.

This approach allows you, the learner, to spend time working on your independently chosen projects, with

your facilitator used as a 'just in time' resource. We take full advantage of the diversity of our learners in our groups in order to harness innovative thinking and build collaboration. Our program methodologies are highly original, forever improving and extremely successful with a diverse range of people from varying industries, age ranges,

cultural backgrounds and English literacy levels.

We take full advantage of the diversity of our learners in our groups in order to harness innovation and build collaboration

You can develop your skills in these areas too and use them in your own training, leading or managing environment

Your APCOT experience can start right now or pick it up from where you left off from the APCOT Professional Development Model for Training Excellence.

Supporting your Pursuit for Continual Improvement



Your Diploma Qualification is Nationally Recognised

The *Diploma of Training and Assessment* Qualification builds on from the Certificate IV in Training and Assessment Qualification. This Diploma industry benchmark is Nationally Recognised under the Australian Federal, State and Territory governments and quality assured under the AQTF 2007 (Australian Quality Training Framework) APCOT is an authorised provider of this qualification, Provider Number 21618.

Did you know that APCOT, a leading RTO (Registered Training Organisation) was founded to specialise solely in the TAA04, Train the Trainer qualifications? Did you know our Diploma of Training and Assessment is just one part of our APCOT Professional Development Model for Training Excellence? APCOT's approach to teacher and trainer education and ongoing professional development ensures you share in our philosophy of feeding the LEARNAVORE and firing up your own learners' ROAR matter!

Upon successful completion of this program, learners will receive the Nationally Recognised Qualification of TAA50104 Diploma of Training and Assessment

Entrants to the Diploma of Training and Assessment Program must have the core units of the TAA40104 Certificate IV in Training and Assessment Qualification as a pre-requisite.

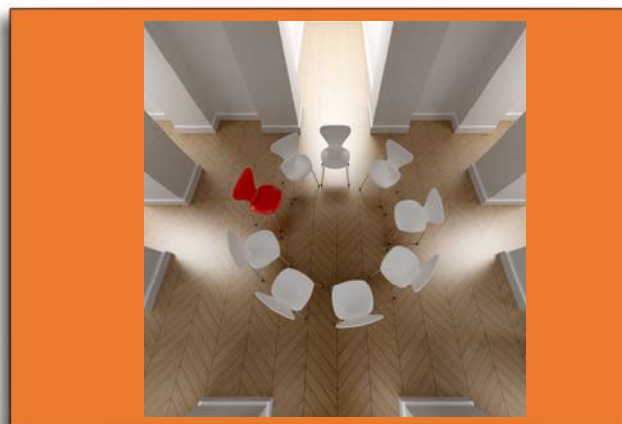
The Diploma of Training and Assessment is a National, Industry benchmark, recognised under the Australian Federal, State and Territory governments and quality assured under the AQTF 2007 Standards.



What is the Central Focus of this Program?

The central focus of the Diploma of Training and Assessment is the learner or employee as learner and the learning process. The specific themes that cross over all aspects of this qualification are:

- Supporting independent learning
- Developing advanced facilitation skills
- Creating and maintaining an integrated learning environment



- Fostering inclusive practices
- Managing cultural diversity to encourage innovative processes
- Encouraging collaborative processes between all participants
- Guiding and modelling ethical, professional and legal requirements

- Managing one's own ongoing learning and professional development
- Achieving transferrable skills for adaptability
- Inspiring a continuous improvement culture

Diploma of Training & Assessment Program Content

The APCOT workshop based program is covered over 4 modules of collaborative learning over 16 weeks. It covers the 5 required core units of competency with another 7 pre-selected electives. Collaborate with your facilitator and peers during the workshops, while you design and implement your real life projects in between. Receive unlimited coaching from your personal facilitator as you work on your projects

Module 1 of 4:

Use advanced facilitation techniques and the action learning approach to improve learning and work performance.

Core: Provide advanced facilitation to support learning

Elective: Facilitate action learning projects

Pre-requisite: TAADEL402A Facilitate group based learning (Certificate IV in Training and Assessment elective)

Blended learning: 2 day workshop with self paced project work. Approx hours: 80



Module 2 of 4:

Drive continuous improvement processes through leading innovative, team work practices.

Core: Maintain and enhance your professional practice

Electives: Lead your team to foster innovation

Elective: Facilitate group processes

2 Day Workshop and Self Paced E – Learning. Approx hours: 95



Module 3 of 4:

Energise the Learning Function with Engaging E-Learning

Elective: Research & design e-learning resources. Elective: Develop & evaluate e-learning resources, Elective: Facilitate e-learning (Computer based workshop Working with ADOBE Acrobat Pro 9)

2 Day Computer based Workshop and Self Paced E – Learning. Approx hours: 95

Module 4 of 4:

Manage the learning, training and assessment functions.

Core: Design and develop learning strategies

Core: Lead and coordinate assessment systems and services

Core: Lead and conduct training and/or assessment evaluations

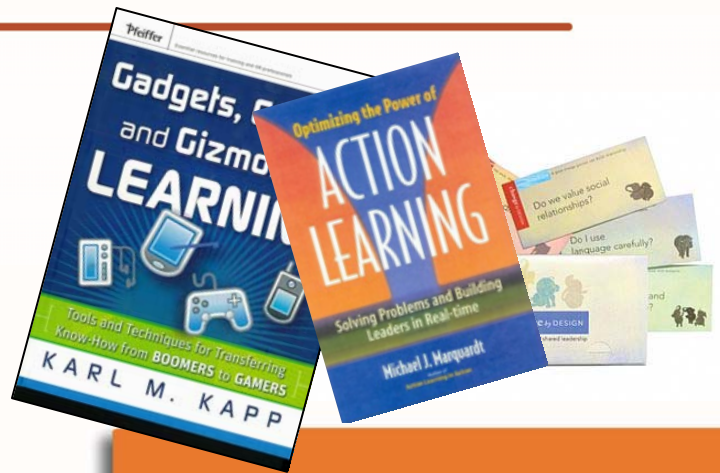
2 Day Workshop and Self Paced E- Learning Approx hours: 95

Your learning resources include...

Here's a sneak peek review at just one of the resources you will receive!

Everything you needed to know about the plethora of e-learning **gadgets, games and gizmos!** The 'radical' concepts in this book reveal the increasing gap between the working and learning habits of boomers to 'gamers'. Author Karl Kapp includes a list of techniques for re-casting existing training and computer systems into tools that will bridge this gap.

So if you need to update yourself on the use of atypical learning and performance support methods such as the use of Flash mobs and cheat codes, video iPods and even instant messaging and blogging or if your head just reels at these terms, then this book is the perfect introduction to your APCOT Diploma E-learning module!



Build your professional library with current learning resources and texts, handpicked by our expert facilitators.



Put your collaborative, team building skills into action!

What's in our **LEARNAVORE** packs? Each time you enrol in an APCOT program you receive a **mystery pack full of LEARNAVORE tools!**

Our APCOT Learning Resources are built to fire up your **ROAR** matter! We create many materials in-house to ensure they are **LEARNERACTIVELY** designed to keep you fully engaged in the learning process. We also supplement our materials with state of the art, handpicked texts and equipment from all over the world to support your growing repertoire of professional development.

Ready for some serious play in our JUNGLE ROOMs?

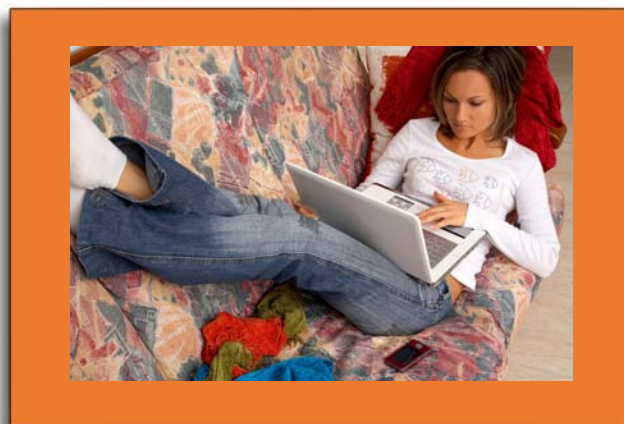


Learning environments do not need to be boring and sterile. Our APCOT Jungle Rooms will stimulate and challenge you as you navigate through a sometimes unpredictable yet always steamy mix of growth and development

Try our Self-Paced, E-Learning Option instead?

Upon enrolment into our Self paced, e-learning option, you will be inducted into the APCOT Virtual Environment. You will meet your e-learning facilitator and have unlimited support and contact via phone and email.

You can choose between two program options. You have optional extras to can opt in and out of as you wish such as joining our face to face modules or webinars.



OPTION 1: Our modular program follows our workshop based program format. We have pre-selected your electives and integrated them into the 5 core units to create 4 modules of learning.

OPTION 2: Work through the 5 core units first on an individual basis, then choose your own 7 electives to work through one at a time. See our DipTAA Unit Overview document for specific units.

Milestones for success will be built in along the way to further support your growth and development at a mastery level.

Choose your own pace of work, as fast or slow as you wish (total timeframe 12 months) and your facilitator will keep up with you! Join our dedicated online community and collaborate with likeminded LEARNAVORES!

What have others said about the APCOT learning programs?

Great facilitator, clearly an experienced educationalist, great pace and not a dull moment!

APCOT's focus on improving the quality of the training process is rewarding for all participants!

The APCOT courses are very interactive, hands on and facilitated learning techniques are used throughout.



GREAT! INVENTIVE! CREATIVE!

I feel inspired, enthusiastic and positive.

APCOT has challenged me to work hard and aim high.

I feel HUNGRY and ready to **ROAR!**



Your financial investment is inclusive of all face to face, computer training and e-learning support, all materials, resource books and fully catered training days
See our enrolment form for dates, venues, current pricing, early bird discounts, payment plans and more.



APCOT

Feed the LEARNAVORE!

WINNER!

Monash Business Awards 2006/2007

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Be one of the new breed...
fire up your ROAR matter!



Proud to be G-Locally owned and operated. APCOT: a global outlook with a local approach.

Gabrielle Hartin CEO M'Ed (USA) B'Ed (Aust), Grad Cert HRM

Gabrielle Hartin, a global leader who has lived and worked on four different continents in learning and development, founded APCOT when she saw a gap in the market for a high quality, specialist Organisation. This need has seen APCOT use its international experience to dedicate itself and focus solely on developing the skills and qualities of high performing leaders as LEARNAVORES!

Anyone in a people development role, from leaders and managers, to supervisors, team leaders to trainers, mentors to coaches, teachers to role models can benefit from the APCOT philosophy of feeding the LEARNAVORE!

Your LEARNAVORE is yours and your organization's capability to learn, change and adapt to today's global business and life demands, it is your inherent capability to learn—let it ROAR!

APCOT's 5 Pillars of Leaders as LEARNAVORES!

Here at APCOT we aspire to develop in ourselves and the clients we work with, the underlying principles and values that form the 5 Pillars of Leaders as LEARNAVORES!

They are:

ASTUTENESS:

to be a leader as LEARNAVORE, you are one who is willing to develop people to the point they surpass you in their knowledge and capability.

TRUSTWORTHINESS:

LEARNAVORES treat others as if they were what they ought to be. They help them become what they are capable of being.

HUMANENESS:

LEARNAVORES are kind for they know that everyone they meet is fighting a hard battle.

CONVICTION:

LEARNAVORES

jump off the cliff all the time and build their wings on the way down (and if they happen to crash, they pick themselves up, dust themselves off, learn from the experience and move on!)

DISCIPLINE:

LEARNAVORES have patience as they know all things are difficult before they become easy.

Members of APCOT have an open mind, a willingness to learn and keep on learning and a desire to teach others how to feed the LEARNAVORE!

MONASH Business Awards Winner 2006/2007



Member Australian Council of Private Education and Training

