

Discovery Library Newsletter for Trainers

October 2019 Issue

[Discovery Library](#) newsletter is created to assist trainers with the information listed below.

- Updates on the library
- News updates on the Vocational Education and Training Sector
- Additional learning resources useful for the units of competency
- Upcoming events on Vocation Education and Training

As part of the growth and improvement of the Discovery Library, we have launched our newsletter in August. Our newsletter is designed to help trainers to update their current knowledge and skills. One way to progress trainers' personal development is to obtain information on what is happening in the industry (e.g., reading news). Further, reading academic journals articles/books, and attending workshops introduced in our e-newsletter can also help trainers update the professional knowledge in the field. Therefore, we hope our e-newsletter can assist trainers in improving their required knowledge and skills for their professional development.

If you require any assistance or would like to provide feedback, please contact library@aibtglobal.edu.au.

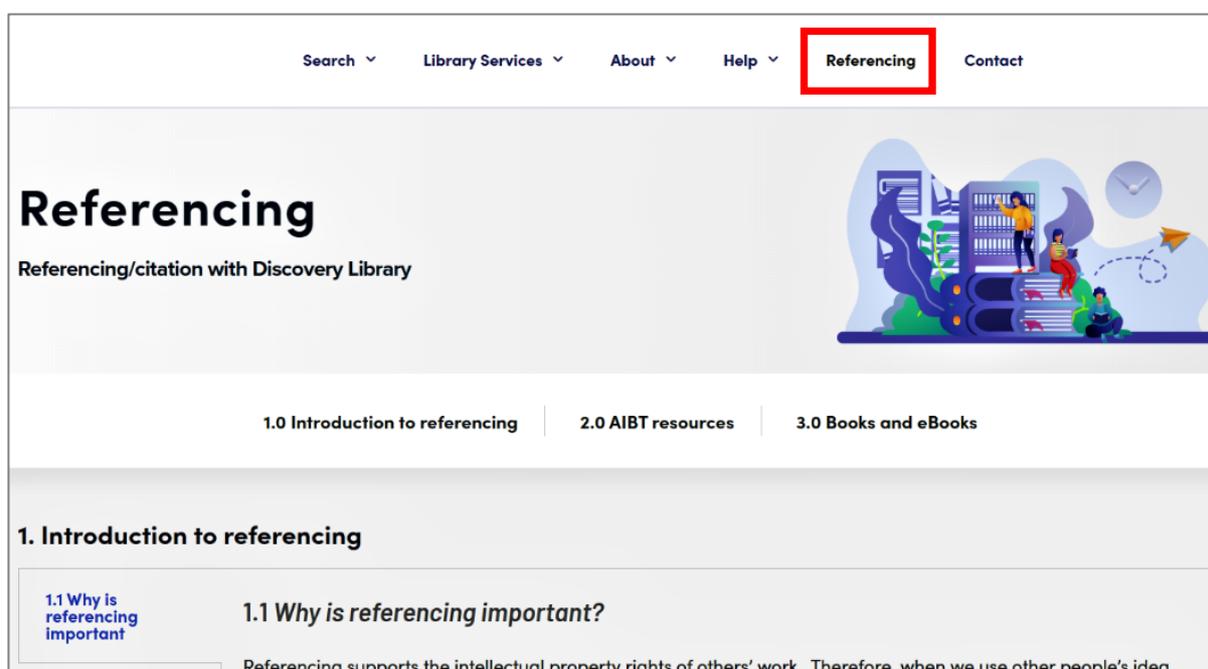
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Library News

Referencing Webpage is now available

We are excited to announce that referencing webpages are available online for AIBT students and staff. You can access the webpages from the library homepage. These referencing webpages are basic guidelines for the American Psychological Association (APA) citing and referencing style at AIBT. More information on referencing and citations will be provided throughout the year. The library team also plans to add more topics to the webpages in the near future (e.g., academic writing). While the referencing webpages are now available but they are at the development stage. If you wish to provide feedback on the webpages, please email us at library@aibtglobal.edu.au.



Search ▾ Library Services ▾ About ▾ Help ▾ **Referencing** Contact

Referencing

Referencing/citation with Discovery Library

1.0 Introduction to referencing | 2.0 AIBT resources | 3.0 Books and eBooks

1. Introduction to referencing

1.1 Why is referencing important

1.1 Why is referencing important?

Referencing supports the intellectual property rights of others' work. Therefore, when we use other people's idea

Live Stream Training has commenced

Our two-weeks library training programs will commence from November 2019. The library team is planning to offer the training programs on a regular basis (a new training topic every two weeks). The objective of the training sessions is to increase library users' knowledge of the library services (i.e. Online Library Search for books and eBooks). The library team believes that the attendees will find the training sessions to be informative and beneficial. If you would like to provide suggestions on the training sessions or wish to suggest the topics of future training programs, please feel free to contact us at library@aibtglobal.edu.au.

Vocational Education and Training News

This section provides news and articles relating to the Vocational Education and Training (VET) sector. It focuses on recent information which trainers and assessors of AIBT should be aware of. We provide the link to the articles here, so please read the articles if you are interested. We hope you will find the articles informative and beneficial.

ASQA new General Direction for third party arrangements for training and/or assessment of VET courses.

Author: ASQA

Data: 9 August 2019

The National Vocational Education and Training Regulator Act 2011 (The NVR Act) restricts non-RTOs to deliver VET training and/or assessment. This means that the third-party arrangements for training and/or assessment of VET courses will be limited with non-RTOs. Followings are the examples of conducts which non-RTOs are restricted.

- Advertise or offer all or part of a VET course
- Provide training and/or assessment for all or part of a VET course
- Issue a qualification or statement of attainment for a VET course

This general direction will come into effect on 1 January 2020. More details, please visit the following link for more details.

Reference: Australian Skills Quality Authority. (2019). ASQA new General Direction for third party arrangements for training and/or assessment of VET courses. Retrieved October 31, 2019 from https://www.asqa.gov.au/sites/default/files/general_direction_third_party_arrangements_for_training_and-or_assessment_of_vet_courses.pdf?v=1569372878

ESOS Regulations 2019

Author: Department of Education, Australian Government

Data: 2 October 2019

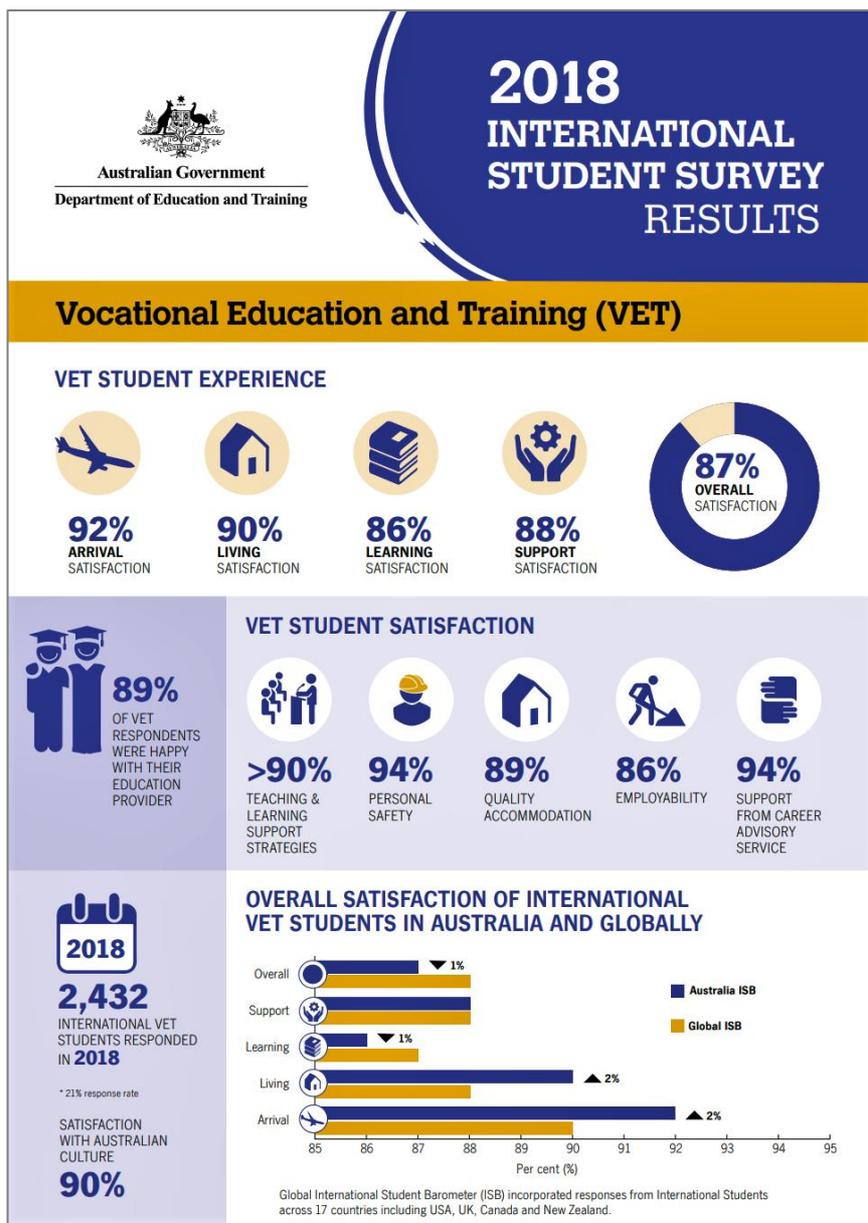
The Education Service for Overseas Student (ESOS) Regulations 2019 replace the current 2001 regulations on 1 October 2019. While there are major amendments, a number of minor additions, deletions and changes were made. Please visit the following link for more details.

Reference: Department of Education. (2019). ESOS regulations 2019. Retrieved October 31, 2019, from https://docs.education.gov.au/system/files/doc/other/esos_regulations_2019_overview_0.pdf

2018 International student survey results

Author: Department of Education, Australian Government

Over 80,000 international students from Higher Education, Vocational Education and Training (VET), English language institutions and international students in secondary school participated in the 2018 survey. The survey found 87 per cent of international VET students were satisfied overall in Australian education.



Reference: Department of Education. (n.d.). 2018 International Student Survey. Retrieved October 31, 2019, from <https://internationaleducation.gov.au/research/pages/data-and-research.aspx>

Minister announces VET sector reforms

Author: ASQA

Data: 4 October 2019

The Australian Government has announced significant reforms to the VET sector. The changes include a new VET Stakeholder Committee and plans to expand ASQA's role to provide more education to the VET sector. The new committee aims to strengthen collaboration of Commonwealth, state and territory governments, industry and training providers. The reforms to ASQA support a more educative approach to regulation to help providers improve quality. Please visit the following link below for more details.

Reference: Australian Skills Quality Authority. (2019). Minister announces VET sector reforms. Retrieved October 31, 2019, from <https://www.asqa.gov.au/news-publications/news/minister-announces-vet-sector-reforms>

Five things RTOs should know about copyright

Author: ASQA

Data: 26 June 2019

To deliver high quality vocational training and education, RTOs need to access and use information quickly and efficiently from a variety of sources such as textbooks, websites, newspapers and journals. However, there is often uncertainty around what information an RTO can legally use. Here are five things RTOs need to keep in mind when copying and sharing copyright content for educational purposes. Please visit the following link below for more details.

Reference: Australian Skills Quality Authority. (2019). Five things RTOs should know about copyright. Retrieved October 31, 2019 from <https://www.asqa.gov.au/news-publications/news/five-things-rtos-should->

Upcoming Vocational Education Events and Activities

This section provides events and activities within the Vocational Education industry. We hope our selections of events and activities are informative, interesting and beneficial for you.

Powerful steps to working smarter for your RTO: Do more & stress less

Host: Rob Bright

Location: Online

Date: 7 November 2019

Time: 11:00am - 12:00pm (AEST: QLD)

Cost: Free

Who should attend:

- CEO/Owners
- RTO/Compliance Manager
- Curriculum Developers/L&D Managers
- Trainer and Assessors
- Heads of Faculty, department, or area Managers
- Administrators

This webinar focuses on practical concepts and transferring the understanding on how they apply in real context! The presenter, Rob will highlight some simple but powerful concepts to help you justify improvement efforts, identify the best opportunities, and drive real business outcomes. Information and registration details can be found at

<https://www.velgtraining.com/events/1059>

Shaping workforce skills for the future**Host:** Garry Gow**Location:** Online**Date:** 12 November 2019**Time:** 11:00am - 12:00pm (AEST: QLD)**Cost:** Free

Who should attend:

- CEO/Owners
- RTO/Compliance Manager
- Curriculum Developers/L&D Managers
- Trainer and Assessors
- Heads of Faculty, department, or area Managers
- Administrators

This webinar will investigate the future skills needs for industry, and how TAFE and Training Organisations can prepare students and future generations to thrive in shifting landscapes. Information and registration details can be found at

<https://www.velgtraining.com/events/1057>

Coaching skills – Creating self-driven learners through coaching**Host:** RTO Advice Group Pty. Ltd.**Location:** Online**Date:** 13 November 2019**Time:** 18:00am - 19:00pm (AEST: QLD)**Cost:** \$85.00 including GST

The attendees will learn:

- Levels of learner readiness
- They key catalysts that make students reluctant to learn.
- How to instil a growth mindset in your learners.
- How to set students up for long term success.

The attendees will receive:

- A certificate of attendance
- A copy of all handouts
- A copy of the presentation slides

The information and registration details can be found at

<https://www.rtoadvice.com.au/product/coaching-skills-creating-self-driven-learners/>

Learning Materials Related to Units of Competency

This section provides information regarding learning materials which possibly relate to Units of Competency (UOC). Trainers may consider reviewing these learning materials in order to improve their knowledge and skills.

Ace Aviation Aerospace Academy



Qualification: Diploma of Aviation
(Aviation Management)

UOC Code: BSBSUS501 **Develop workplace policy and procedures for sustainability**

Learning materials: *Workplace policies and procedures.*

This document is published by Industrial Relations, NSW Government. It introduces

the steps of developing and implementing workplace policies and may relate to all four elements of UOC.

Reference: NSW Government Industrial Relation. (2013). Workplace policies and procedures. Retrieved October 31, 2019, from https://www.industrialrelations.nsw.gov.au/site/default/files/2019-01/workplace_policies_and_procedures.pdf

UOC Code: BSBAUD503 **Lead a quality audit and BSBAUD501 Initiate a quality audit**

Learning materials: *Great ways to motivate your staff: Shaping an audit team that adds value and inspires business improvement.*

This report is published by the Global Internal Audit Common Body of Knowledge (CBOK). The publisher is the world's largest ongoing study of internal audit profession.

The report provides insights on how chief audit executives and other audit leaders deal with internal auditors. This document may particularly relate to the performance criteria of 3.1, 5.1, 5.2, and 5.3 of UOC by explaining how to motivate internal auditors and how to evaluate their practices for improvement.

Reference: Turner. B. (2016). Great ways to motivate your staff: Shaping an audit team that adds value and inspires business improvement. Retrieved October 31, 2019, from <https://www.iaa.nl/SiteFiles/Downloads/IIARF%20CBOK%20Great%20Ways%20to%20Motivate%20Your%20Staff%20%20March%202016.pdf>

UOC Code: BSBAUD501 Initiate a quality audit

Learning materials: *White paper – Well-founded audit planning*

This white paper is published by the Institute of Internal Auditors Australia. It aims to guide readers with how to develop and structure well-founded audit plans and how to convince stakeholders to adopt those plans. This document can be useful insights about assessing quality audit scope and objectives, which may link to the first

element described to the essential outcomes of UOC.

Reference: The Institute of Internal Auditors. (2016). White paper – Well-founded audit planning. Retrieved October 31, 2019, from http://iia.org.au/sf_docs/default-source/quality/white-papers/well-founded-audit-planning.pdf?sfvrsn=2&submission=267941986

Qualification: Advanced Diploma of Information Technology

UOC Code: BSBINN601 Lead and manage organisational change

Learning materials: *Strategic planning research: Toward a theory-driven agenda*

This review investigated strategic planning research from the classical model of strategic planning to the recent empirical work in the past 30 years. Based on the findings of the past studies, the review developed a broad conceptualisation of strategic planning. This framework is useful to understanding of

strategic planning and managerial adaptation to the strategic change. Therefore, this review may provide essential knowledge to underpin the performance criteria of the first element: identify change requirements and opportunities.

To obtain the copy of the article please contact to library@aibtglobal.edu.au.

Reference: Wolf, C., & Floyd, S. W. (2017). Strategic planning research: Toward a theory-driven agenda. *Journal of Management*, 43(6), 1754-1788.

Qualification: Diploma of Information Technology ICT50115

UOC Code: ICTPMG501 Manage ICT projects

Learning materials: *Project charter – IT services and applications accessibility*

This document is a real-world example of a project charter. It outlines purpose, project overview, constraints, scope, schedule, cost, and resource estimate. You can use this document as an example when students are developing the project charter which may relate to the performance criteria of 1.3 of UOC.

Reference: University of Colorado Boulder. (n.d.). Project charter – IT services and applications accessibility. Retrieved October 31, 2019, from <http://www.colorado.edu/accessibility/sites/default/files/attached-files/Project%20Charter%20-%20ICT%20Services%20and%20Applications%20Accessibility.docx>.

You can also download a template of project charter from <https://www.colorado.edu/avcit/node/294/attachment>

Qualification: Diploma of Business; Diploma of Leadership and Management; Diploma of Marketing and Communication
UOC Code: BSBMKG501 Identify and evaluate marketing opportunities

Learning materials: *Not just numbers: rediscovering the promise and power of marketing research.*

This book explains the logical steps to identify opportunities and solve marketing problems. This ebook provides many useful real-world examples of how successful business founders identified and evaluated marketing opportunities (e.g.,

section 7 of the eBook) which can closely relate to the performance criterion of 1.1, 1.2 and 1.3 of UOC. You can read this book online or download book at https://aibt.alma.exlibrisgroup.com/discovery/openurl?institution=61AIOB_INST&rft_id=info:sid%2Fsummon&rft_dat=ie%3D517650970005796.language%3DEN&svc_dat=CTO&u.ignore_date_coverage=true&vid=61AIOB_INST:Services

Reference: Gibson, L. (2016). *Not just numbers: rediscovering the promise and power of marketing research*. Retrieved from <https://ebookcentral.proquest.com/lib/aibtglobal/detail.action?docID=4553661>

UOC Code: BSBMGT605 Provide leadership across the organisation

Learning materials: *Group affect: Its influence on individual and group outcomes*

This journal article investigates - group affect and its consequences, focusing on groups who interact together to accomplish a task. The content of this journal article may relate to the second element of the unit

of competency: Influence groups and individuals.

Reference: Barsade, S. G., & Gibson, D. E. (2012). Group affect: Its influence on individual and group outcomes. *Current Directions in Psychological Science*, 21(2), 119-123. https://www.researchgate.net/profile/Sigal_Barsade/publication/234073600_Group_Affect/links/552bfe900cf29b22c9c2e9e3/Group-Affect.pdf

UOC Code: BSBMGT605 Provide leadership across the organisation

Learning materials: *Communication and trust are key: Unlocking the relationship between leadership and team performance and creativity.*

Leadership is important in the adaptation to the organisational change in business, health, and allied health care settings. This research article investigated a relationship between transformational leadership and team performance and creativity. The study

suggests that leadership influences team outcomes through team communication and trust in teammates. This study can closely link to performance criteria of 2.1 of UOC. To obtain the copy of the article please contact to library@aibtglobal.edu.au

Reference: Boies, K., Fiset, J., & Gill, H. (2015). Communication and trust are key: Unlocking the relationship between leadership and team performance and creativity. *The Leadership Quarterly*, 26(6), 1080-1094. <https://doi.org/10.1016/j.leaqua.2015.07.00>

Diana School of Community Services

Qualification: Diploma in Early Childhood Education and Care; Diploma of Community Services; Diploma of Community Services

UOC Code: BSBSUS501 Develop workplace policy and procedures for sustainability

Learning materials: *Workplace policies and procedures*

This document is published by Industrial Relations, NSW Government. It introduces

the steps of developing and implementing workplace policies and can relate to all four elements of JOC.

Reference: NSW Government Industrial Relation. (2013). Workplace policies and procedures. Retrieved October 31, 2019, from https://www.industrialrelations.nsw.gov.au/site/default/files/2019-01/workplace_policies_and_procedures.pdf

Qualification: Diploma of Community Services

UOC Code: BSBINN601 Lead and manage organisational change

Learning materials: *Strategic planning research: Toward a theory-driven agenda*

This review investigated strategic planning research from the classical model of strategic planning to the recent empirical work in the past 30 years. Based on the findings of the past studies, the review developed a broad conceptualisation of strategic planning. This framework is useful

to understanding of strategic planning and managerial adaptation to the strategic change. Therefore, this review may provide essential knowledge to underpin the performance criteria of the first element: identify change requirements and opportunities.

To obtain the copy of the article please contact to library@aitbglobal.edu.au.

Reference: Wolf, C., & Floyd, S. W. (2017). Strategic planning research: Toward a theory-driven agenda. *Journal of Management*, 43(6), 1754-1788.

Qualification: Diploma of Community Services

UOC Code: BSBMGT605 Provide leadership across the organisation and BSBINN601 Lead and manage organisational change

Learning materials: *Learning materials: Communication and trust are key: Unlocking the relationship between leadership and team performance and creativity.*

Leadership is important in the adaptation to the organisational change in business, health, and allied health care settings. This research article investigated a relationship between transformational leadership and team performance and creativity. The study suggests that leadership influences team outcomes through team communication and trust in teammates. This study may closely link to performance criteria of 2.1 of UOC.

To obtain the copy of the article please contact to library@aibtglobal.edu.au

Unlocking the relationship between leadership and team performance and creativity. *The Leadership Quarterly*, 26(6), 1080–1094. <https://doi.org/10.1016/j.leaqua.2015.07.00>

Reference: Boies, K., Fiset, J., & Gill, H. (2015). Communication and trust are key:

Fleming School of Health Sciences 

Qualification: Diploma of Nursing

UOC Code: BSBLDR403- Lead team effectiveness

Learning materials: From bottom to top: Turning around the top team

team learned along the way. Mr Nota highlighted the importance of the “soft stuff”. This case study may enhance to understand the performance criteria of 2.1 – 2.4 of UOC.

This case study is published by McKinsey & Company, an American worldwide management consulting firm. The Chief business leader of Phillips, Peter Nota discussed journey and the lessons he and his

Reference: McKinsey & Company. (2014). From bottom to top: Turning around the top team. Retrieved October 31, 2019, from <https://www.mckinsey.com/business-functions/organization/our-insights/from-bottom-to-top#>

Qualification: Diploma of Nursing

UOC Code: CHCCOM005- Communicate and work in health or community services

Learning materials: *Investigating strategies used by hospital pharmacists to effectively communicate with patients during medication counselling*

Accommodation Theory (CAT). CAT: five strategies (approximation, interpretability, discourse management, emotional expression and interpersonal control) are identified as effective communication. This research article can help understanding of the performance criteria of 1.1 – 1.5 of UOC.

This research article explored communication strategies used by the hospital pharmacists when they provide medication counselling to their patient. The study is based on Communication

Reference: Chevalier, B., Watson, B., Barras, M., & Cottrell, W. (2017). Investigating strategies used by hospital pharmacists to effectively communicate with patients during medication counselling. *Health Expectations.*, 20(5) 1121-1132. <https://doi.org/10.1111/hex.12558>

Sheldon School of Hospitality

Qualification: Advanced Diploma of Hospitality Management; Diploma of Hospitality Management

UOC Code: BSBDIV501 - **Manage diversity in the workplace**

Learning materials: *Workplace diversity program*

This website shows the key elements which are used to assess the Workplace Diversity Program for the employees of Australian

Research Council (ARC) and explains how they have been implementing workplace diversity within the organisation.

The webpage information may be particularly beneficial to the performance criteria of 2.2, 2.6, 3.1 and 3.3 of UOC..

Reference: Australian Research Council. (2015). Workplace Diversity Program. Retrieved October 31, 2019, from <https://www.arc.gov.au/policies-strategies/policy/workplace-diversity-program>

Qualification: Diploma of Hospitality Management

UOC Code: SITXHRM003 - **Lead and manage people**

Learning materials: *Managing team performance*

This short video provides information about how to manage team performance.

This video might be useful to show to students in class as it may relate to the performance criteria of 3.1- 3.6 of UOC.

Reference: Management Foundations. (2013). Managing team performance [video]. Retrieved October 31, 2019, from <https://www.linkedin.com/learning/management-foundations-2013/managing-team-performance>

Qualification: Diploma of Hospitality Management

UOC Code: SITXCCS008 - **Develop and manage quality customer service practices**

Learning materials: *Market and customer research*

This website is offered by Business Queensland, Queensland Government. It provides much useful information about researching customers: identifying customer needs, customer research methods, customer research process, customer research tool, and so on. This website may be particularly beneficial for the first performance criteria of the UOC:

obtain information on customer needs, expectations and satisfaction levels using both formal and informal research.

Reference: Queensland Government. (n.d.). Market and customer research. Retrieved October 31, 2019, from <https://www.business.qld.gov.au/starting-business/planning/market-customer-research/researching-customers/customer-research>

Industry Professional body and Upcoming Industry Events and Activities

This section introduces upcoming industry events and activities which relate to AIBT schools. While some event and activities relate to all schools, some relate specifically to the particular schools or course.

For all schools

Topic: Build sustainable industry partnerships and diversity pathways

Host: Grand Company

Location: Fishburners Brisbane Coworking Space

Data: Tuesday, December 3, 2019

Time: 10 am to 12 pm

Fees: \$60

Visit: <https://www.eventbrite.com/e/build-sustainable-industry-partnerships-and-diversify-student-pathways-tickets-77271046781>

Ace Aviation Aerospace Academy

PA Drone Association

The PA Drone Association is leading the charge in Pennsylvania's jump into the future. At the website, trainers can search for industry news, and media hub which may provide relevant information to their upcoming events. Visit: <https://www.padrone.org/>

CASA - Civil Aviation Safety Authority.

The CASA website contains wealth of information on Rules and Regulations, Safety Management, checklists, Manuals and Handbooks and much more.

Visit: <https://www.casa.gov.au/>

Topic: Top Commercial Drone Events Of 2019

This article provides information regarding drone events of 2019. It may be beneficial for trainers and assessors from Ace Aviation Aerospace Academy to check and follow up the events (e.g., youtube, news, etc)

Visit: <https://skytango.com/skytango-top-commercial-drone-events-77271046781>

Ada School of Information Technology

[ACS](#) - The Professional Association for Australia's ICT sector.

[ITPA](#) - Information Technology Professionals Association

The professional association and peak body representing Australia's ICT sector. ACS delivers authoritative independent knowledge insights, building relevant technology capacity and capability that catalyses Australian innovation and speeds the adoption of technology for the benefit of commerce, government and society. It also provides CPD and education courses, publications and news items. Visit: <https://www.acs.org.au/>

Contains details of short courses, monthly newsletter, news items.

Visit: <https://www.itpa.org.au/>

Topic: International Conference on Information Technology and Electrical Engineering

Host: World Academy of Science, Engineering and Technology

Location: in Melbourne, Australia

Data: February 3-4 2020

Time: All day event

Fees: Visiting website below

Visit: <https://waset.org/information-technology-and-electrical-engineering-conference-in-february-2020-in-melbourne>

Topic: 2nd International Conference on Computing, Information Technology, Artificial Intelligence, Engineering and Networking

Host: International Network for Applied Sciences and Engineering (ASEN)

Location: 203 Victoria Street, Potts Point NSW 2011, Australia

Data: January 11-12, 2020

Time: All day event

Fees: Visiting website below

Visit: <https://ase-network.com/upcoming-conferences/ciae-sydney-jan-2020/>

Topic: International Conference on Intelligent Computing and Applications

Host: ICICA

Location: 203 Victoria Street, Potts Point NSW 2011, Australia

Data: February 26-28, 2020

Time: All day event

Fees: Free (but check the website for more info)

Visit: <http://www.icica.org/>

Bespoke Grammar School of English



ACTA - Australian Council of TESOL Associations

Provides information on professional standards for teachers, journal TESOL in context, news items.

Visit: <http://www.tesol.org.au/>

Topic: International Federation for the Teaching of English Conference (The 2020 AATE/IFTE Conference)

Host: Australian Association for Teaching of English

Location: Sydney, Australia

Data: in July 2020

Time: TBA

Fees: TBA

Visit: <https://www.aate.org.au/about-us/international>

Topic: International Federation for the Teaching of English Conference (The 2020 AATE/IFTE Conference)

Host: Australian Association for Teaching of English

Location: Sydney, Australia

Data: in July 2020

Time: TBA

Fees: TBA

Visit: <https://www.aate.org.au/about-us/international>

Topic: International Federation for the Teaching of English Conference (The 2020 AATE/IFTE Conference)

Host: Australian Association for Teaching of English

Location: Sydney, Australia

Data: in July 2020

Time: TBA

Fees: TBA

Visit: <https://www.aate.org.au/about-us/international>

Branson Business School

Academicsera – 582nd International Conference on Economics Finance and Accounting(ICEFA)

Location: Brisbane

Date: 8th-9th December, 2019

Information and registration can be found at <http://academicsera.com/Conference2019/Australia/9/ICEFA/>

Diana School of Community Services

Sydney Aged Care Conference

Location: Rydges Sydney Central

Date: 5-6 December 2019

Information and registration can be found at <https://www.ausmed.com.au/course/sydney-aged-care-conference>

International Conference on Early Childhood Education and Teaching Systems ICECET

Location: Sydney

Date: 2-3 December 2019

Information and registration can be found at <https://waset.org/conference/2019/12/sydney/ICECET>

Aboriginal Perspectives in Early Childhood Education – Brisbane

Location: Karstens Brisbane, 215 Adelaide street, Brisbane, QLD.

Date: 6 November 2019

Information and registration can be found at <https://z-m-www.facebook.com/events/215584252615724/>