



Discovery Library Newsletter for Trainers

November & December 2019 Issue



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[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 for November & December issue. Our newsletter is designed to help trainers update their knowledge and skills. Further, reading academic journals articles or trade press, and attending physical or online workshops introduced in the newsletter can help to update the industry knowledge in the fields. Lastly, we hope the newsletter can help trainers find additional learning materials related to units of competency (UoCs).

If you require any assistance, please contact library@aitbglobal.edu.au.

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Library News

Live Stream Training has commenced

Our two-weeks library training programs have commenced from November 2019. The first training program focused on online library search for books and ebooks. The second library training program was “Academic misconduct”. Trainers can find the recorded videos of the past training programs at <https://library.aibtglobal.edu.au/library-services/library-training-announcement/past-training/>. The library will regularly send the email notifications for the upcoming training programs to all staff at AIBTGlobal. In addition, we greatly appreciate if you could let your students know about our library training, as we believe some training programs can be beneficial to all staff and students.

If you would like to provide us with your feedback about the training sessions or wish to suggest a topic for future training programs, please feel free to contact us at library@aitbglobal.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 that trainers and assessors at AIBTGlobal should be aware of. We provide the links to the varieties of the news and articles, so please read the articles to update your knowledge in VET sector. We hope you will find the news and articles informative and beneficial.

Review of the Australian Qualifications Framework: Final report 2019

Author: Department of Education

Date: October 24, 2019

Department of Education released the 2019 final report of the Australian Qualifications Framework.

Reference: Department of Education, Australian Government. *Review of the Australian Qualifications Framework: Final report 2019* (D19/1862998). Retrieved from [https://docs-
edu.govcms.gov.au/system/files/doc/other/aqf_review_2019_0.pdf](https://docs-
edu.govcms.gov.au/system/files/doc/other/aqf_review_2019_0.pdf)

asquanet release – what you need to know?

Author: ASQA

asquanet is the Australian Skills Quality Authority's (ASQA's) online web portal for managing registration, applications and fee payment for RTOs and Commonwealth CRICOS providers. In December 2, 2019, ASQA launched the latest version of asquanet and provides the following services:



- third party arrangements—providers are now able to create and cease third party arrangements via asquanet
- delivery locations—asquanet is now better able to differentiate between VET & CRICOS locations
- business names—will be sourced directly from the Australian Business Register (ABR)
- asqaconnect—ASQA's new online portal for complainants
- portal user verification—asquanet users will no longer need to respond to secret questions and answers. A verification code will be sent to their registered email.

Guide to change of ownership obligations

Author: ASQA

Date: October 4, 2019



Australian Government

Australian Skills Quality Authority

ASQA is updating its policy around change of ownership obligations from 31 October 2019. All parties involved in the sale or merger of a provider must understand their new obligations. The pdf document is now available to read.

Reference: Australian Skills Quality Authority. (2019). Guide to change of ownership obligations (October 31), Retrieved from <https://www.asqa.gov.au/news-publications/news/new-guidance-change-ownership-obligations>

ASQA annual report 2018-19 is now available

Author: ASQA

Date: October 15, 2019

ASQA released annual report 2018-19 and it provides an overview of regulatory work and performance against key indicators and metrics over the last year.



Reference: Australian Skills Quality Authority. (2019). ASQA annual report. 2018-19. Retrieved November 7, 2019 from <https://www.asqa.gov.au/news-publications/news/asqa-annual-report-2018-19-now-available>

Ensuring a strong and productive relationship with the Australian VET sector**Author:** ASQA**Date:** October 14, 2019

This media release informs that Ms Saxon Rice, ASQA Acting Chief Commissioner and Chief Executive Officer, wishes to maintain a strong and productive relationship between ASQA and Australian VET sector and seeks to ensure ASQA's activities are reasonable, transparent and effective.

Reference: Australian Skills Quality Authority. (2019). *Ensuring a strong and productive relationship with the Australian VET sector*. Retrieved from

https://www.asqa.gov.au/sites/default/files/mr_ensuring_a_strong_and_productive_relationship_with_the_australian_vet_sector.pdf?v=1571002062

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.

Title: Leveraging cognitive biases to enhance learner engagement and satisfaction**Host:** Tony Kirton**Location:** Webinar**Date:** January 29, 2020**Time:** 11:00am - 12:00pm (AEST: QLD)**Cost:** \$85 for non-member**Key topics:**

- Frame learning objectives in a way that increases a person's motivation to act and take risks with new content and ideas
- Use framing techniques to influence a person's perception of value
- Influence a person's satisfaction ratings of the instructional event by strategically selecting when to deliver certain content

Who should attend:

- Trainer/Assessors
- Curriculum Developers
- L & D managers

Link: <https://www.velgtraining.com/events/1075>

Title: Enhancing academic outcomes for all students using digital tools

Host: Greg O'Connor

Location: Webinar

Date: February 5, 2020

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

Cost: \$85

Key topics:

- Students with diverse learning needs
- Access to understanding
- Supporting further and higher education students
- Assistive technology
- Giving learners the power to act
- Universal design for learning

Who should attend:

- RTO Trainer/Assessors
- Training Managers
- Heads of Faculty/Department/Area Managers
- Compliance Managers
- Curriculum Developers/L&D Managers

Link: <https://www.velgtraining.com/events/1076>

Title: VET Policy and Compliance Summit 2020

Location: Rydges World Square, Sydney

Date: March 11, 2020; March 9-10 (pre-summit workshop)

The VET Policy and Compliance Summit is the largest VET compliance event in Australia. The summit aims to supports quality outcomes for employers and learners.



Link: <https://compliancesummit.insources.com.au/index.php>

Title: The 2020 ACTA International Conference

Host: ACTA

Location: Brisbane, Queensland

Date: September 30 – October 2, 2020

Link: <http://www.tesol.org.au/ACTA-Conference>



Title: VET Training and Assessment Summit 2020

Location: Rydges World Square, Sydney

Date: October 23, 2020; October 21-22 (Pre-summit workshops)

The VET Training and Assessment Summit is the only conference in Australia that focuses on the foundational elements that every trainer and VET professional should comprehend. The summit covers instructional design - training delivery - competency-assessment - learning technologies.

Link: <https://vetsummit.insources.com.au/>



Learning Materials Related to Units of Competency

This section provides information regarding learning materials which can relate to the Units of Competency (UOC). We did research based on the UOCs provided to us from the Schools. We hope these sources can be used as the additional learning materials for both teaching and professional development.

Ace Aviation Aerospace Academy



Qualification: Diploma of Aviation (Aviation Management)

UOC Code: BSBSINM501 **Manage an information or knowledge management system**

Learning materials: The competency of information system management in an organisation for better decision-making.

This recent article about decision-making based on information system management can related to the UOC. Reading the recent research study can also be useful for professional development.

Reference: Bakri, A. M., Malik, N. H. A., & Hussin, N. (2017). The Competency of Information System Management in an Organization for Better Decision-Making. *International Journal of Academic Research in Business and Social Sciences*, 7(12), 486-496. Retrieved from http://hrmars.com/hrmars_papers/The_Competency_of_Information_System_Management_in_an_Organization_for_Better_Decision-Making.pdf

Branson Business School



Qualification: Graduate Diploma of Management (Learning); Graduate Diploma of Portfolio Management; Graduate Certificate in Management Learning.

UOC Code: BSBLDR801 **Lead personal and strategic transformation**

Learning materials: Situational, transformational, and transactional leadership and leadership development.

This journal research article has more than 500 citations which describe three seminal

leadership theories (e.g., situational, transformational, and transactional leadership) and their development. This article also discusses the concept of leadership development. Therefore, the article provides the knowledge relevant to the performance criterion 2.1 of UoC: Apply transformational and transactional leadership practices.

Reference: McCleskey, J. A. (2014). Situational, transformational, and

transactional leadership and leadership development. *Journal of Business Studies Quarterly*, 5(4), 117. Retrieved November 7, 2019 from

<https://pdfs.semanticscholar.org/0333/9f1d437ee4d9182b7fc7ddb33f19d9a92177.pdf>

Qualification: Graduate Diploma of Strategic Leadership

relate to the performance criterion for 4.1: Identify and analyse financial risk factors.

UOC Code: BSBFIM801 **Manage final resources**

Learning materials: Financial risk identification based on the balance sheet information.

Reference: Blach, J. (2010). Financial risk identification based on the balance sheet information. Retrieved November 8, 2019 from

The article provides the foundation knowledge of financial risk from the organisation's core financial statement (balance sheet) and, it is suitable for managers who are no expertise in finance and accounting studies. This material can

https://www.researchgate.net/publication/270957084_Financial_Risk_Identification_based_on_the_Balance_Sheet_Information/citation/download

Qualification: Diploma of Accounting; Advanced Diploma of Accounting

Identify corporate governance reporting trends

UOC Code: FNSACC624 **Monitor corporate governance activities**

Reference: 2019 global and regional corporate governance trends. (2018). Russell Reynolds Associates. Retrieved from

Learning materials: 2019 global and regional corporate governance trends.

This report provides the research results about the trends and challenges that public company boards may face in coming years. This report can help us update the knowledge related to the element 2 of UOC:

<https://www.russellreynolds.com/en/Insights/thought-leadership/Documents/2019%20Global%20and%20Regional%20Trends%20for%20Corporate%20Governance.pdf>

Qualification: Certificate IV in Business

practice making charts at home repeatedly as this video relates to the performance criteria 5.2 of UOC: create graphs with label and titles from numerical data contained in a spreadsheet file.

UOC Code: BSBITU402 **Develop and use complex spreadsheet**

Learning materials: Excel quick and simple charts tutorial 2018.

This YouTube video shows how to make quick and simple graph (chart) from numerical data (e.g., spreadsheet). This video has big hits and well-presented. It can be beneficial to the students who wish to

Reference: Technology for Teachers and Students (2018, June 11). *Excel quick and simple charts tutorial 2018*. [Streaming video]. Retrieved from

<https://www.youtube.com/watch?v=TfkNkRKMf5c>

Qualification: Diploma of Business; Diploma of Leadership and Management; Diploma of Marketing and Communication

UOC Code: BSBMKG501 Identify and evaluate marketing opportunities

Learning materials: Adaptation vs. standardization in international marketing—the country-of-origin effect.

While this research article was published in 2007, it is still current in the industry. Using the tables and diagrams, the article explains the reasons why and what, organisations commonly adapt or standardise their products/services to grab

the marketing opportunities. This article closely relates to the performance criterion of 2.2 of UoC: Evaluate each opportunity to determine its impact on current business and customer base.

Reference: Vrontis, D., & Thrassou, A. (2007). Adaptation vs. standardization in international marketing—the country-of-origin effect. *Innovative marketing*, 3(4), 7-20.

You can retrieve the journal article from Google scholar.

Qualification: Diploma of Project Management

UOC Code: BSBPMG514 Manage project cost

Learning materials: Investment lifecycle and high value/high risk guidelines: Preparing project budgets for business cases technical guide.

While this document is prepared by Victorian government to support its agencies when they prepare project budgets, the practical guides such as section 3.3:

developing a project budget in the document can be beneficial to understand the performance criterion of 1.3 of UoC: Develop a project budget more in-depth.

Reference

Department of Treasury and Finance. (2012). Investment lifecycle and high value/high risk guidelines: Preparing project budgets for business cases technical guide. Retrieved from <https://www.dtf.vic.gov.au/infrastructure-investment/investment-lifecycle-and-high-value-high-risk-guidelines>

Qualification: Advanced Diploma of Business; Advanced Diploma of Leadership and Management; Advanced Diploma of Marketing and Communication

UOC Code: BSBMKG609 Develop a marketing plan

This document provides how to develop a simple marketing plan in eight steps processes with a marketing plan worksheet. Since this document closely relates to performance criteria 3.1-3.4, it can be used

either when preparing learning materials or showing it to students in the class.

Learning materials: Eight steps to developing a simple marketing plan.

This document provides

Reference: Evans, E. A. & Ballen, F. (2018) University of Florida. *Eight steps to developing a simple marketing plan*. Retrieved from <https://edis.ifas.ufl.edu/pdf/FE/FE96700.pdf>

Qualification: Advanced Diploma of Program Management

UOC Code: BSBLDR511 **Develop and use emotional intelligence**

Learning materials: Emotional triggers and responses in the workplace.

This document provides some common situations that trigger workers to feel negative feelings. The project manager can learn lessons from the examples to create a healthy work environment. This document, therefore, can relate to the performance

criterion of 1.3: Analyse and document potential emotional triggers in workplace situations...

Reference: Centre for Mental Health in the Workplace. (n.d.). *Emotional triggers and responses in the workplace.*

Retrieved from <https://www.workplacestrategiesformentalhealth.com/mmhm/pdf/articles/EmotionalTriggersandResponsesintheWorkplace.pdf>

Qualification: Diploma of Accounting; Advanced Diploma of Accounting

UOC Code: BSBFIM601 **Manage finances**

Learning materials: Financial management toolkit

This document provides a real-world example of financial management case. It contains information about planning, structure/compliance, risk management,

keeping scores, and performance for financial management. Therefore, it helps when preparing or teaching this UOC.

Reference: NSW Office of Sport and PPNSW Services Pty Ltd (2018, September). *Financial management toolkit.*

Retrieved from <https://sport.nsw.gov.au/sites/default/files/oos-sports-financial-management-toolkit.pdf>

Qualification: Certificate IV in Business

UOC Code: BSBCUS402 **Address customer needs**

Learning materials: Identifying customer needs from user-generated content.

This recent research paper introduces how marketers can identify customer needs from user-generated contents (not from traditional interviews or focus groups). The findings can add to our current knowledge and help to answer the performance criteria

of 1.1: ensure customer needs are fully explored... and 2.2: assist customers to evaluate service and/or product options to satisfy their needs.

Reference: Timoshenko, A., & Hauser, J. R. (2019). Identifying customer needs from user-generated content. *Marketing Science*, 38(1), 1-20. Retrieved from

<https://pubsonline.informs.org/doi/pdf/10.1287/mksc.2018.1123>

Qualification: Diploma of Project Management

UOC Code: BSBPMG515 Manage project human resources

Learning materials: Resolving workplace grievances.

This policy directive provides the systems to resolve workplace grievances and help to teach students with the performance

criterion 3.3, particularly for conflict resolution to maintain a positive work environment.

Reference: Ministry of Health, NSW Government. (2018). *Resolving workplace grievances*. Retrieved from https://intranet.nswlhd.health.nsw.gov.au/docs/PD2016_046-resolving-workplace-grievances-v-001.pdf

Qualification: Graduate Diploma of Management (Learning); Graduate Diploma of Strategic Leadership; Graduate Certificate in Management Learning; Graduate Certificate in Leadership Diversity

UOC Code: BSBLDR804 Influence and shape diversity management

Learning materials: Effective diversity leadership.

This document introduces and discusses a diversity of conscious leadership. The

document relates to performance criterion 2.2: model and promote different leadership styles of UOC as it can provide additional knowledge of diversity leadership.

Reference: Military Leadership Diversity Commission. (2010). *Effective diversity leadership*. Retrieved from <https://diversity.defense.gov/Portals/51/Documents/Resources/Commission/docs/Issue%20Papers/Paper%2029%20-%20Effective%20Diversity%20Leadership.pdf>

Qualification: Diploma of Accounting; Advanced Diploma for Accounting

UOC Code: FNSINC602 Interpret and use financial statistics and tools

Learning materials: The age of analytics: Competing in a data-driven world. This 136-page research report was developed in collaboration with McKinsey & Company, one of the leading financial service firm, aiming to help organisational leaders understand the potential impact of data and analytics, and what current technologies can do for businesses. Since the report discusses from a holistic view rather than from the financial services

perspective, it provides us important insight into current technologies and analytical tools for many industries.

Reference: Henke, N., Bughin, J., Chui, M., Manyika, J., Saleh, T., Wiseman, B., & Sethupathy, G. (2016, December). *The age of analytics: Competing in a data-driven world*. McKinsey & Company. Retrieved from <https://www.mckinsey.com/~media/McKinsey/Business%20Functions/McKinsey%20Analytics/Our%20Insights/The%20age%20of%20analytics%20Competing%20in%20a%20data%20driven%20world/MGI-The-Age-of-Analytics-Full-report.ashx>

Qualification: Certificate IV in Business; Diploma of Business; Diploma of Leadership and Management; Advanced Diploma for Business; Advanced Diploma of Leadership and Management

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

Learning materials: Workplace policies and procedures.

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

introduces the steps of developing and implementing workplace policies and can 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/sites/default/files/2019-01/workplace_policies_and_procedures.pdf

Qualification: Diploma of Marketing and Communication

UOC Code: **BSBADV507 Develop a media plan**

Learning materials:

Reference: Introduction to media

This 129-page pdf document is a teaching material for San Jose State University. Since this document provides

comprehensive information about how to develop strategic media planning, it can help to prepare teaching materials for BSBADV507.

Reference: Hendrick. T. (n.d.) *Introduction to media*. San Jose State University. Retrieved from

<http://www.sjsu.edu/ajeep/docs/MediaPlanning.pdf>

Qualification: Advanced Diploma of Marketing and Communication

UOC Code: **BSBMGT616 Develop and implement strategic plans**

Learning materials: Strategic planning guide for managers

This document is prepared by the United Nations for managers. This comprehensive guide provides practical techniques based

on global management best practices related to strategic planning. Therefore, the document can help for element 3: write strategic plan and performance criteria 3.1-3.4.

Reference: United Nations. (n.d.).

Strategic planning guide for managers.

Retrieved from

https://hr.un.org/sites/hr.un.org/files/4.5.1.6_Strategic%20Planning%20Guide_0.pdf

Qualification: Graduate Diploma of Management (Learning); Graduate Diploma of Strategic Leadership; Graduate Certificate in Management Learning,

UOC Code: **BSBLED802 Lead learning strategy implementation**

Learning materials: Preparing for the future of learning.

This 50-page report provides the survey results of organisational learning strategy in the modern workplace environments (e.g., new working practices, emerging technologies, flexible working patterns, dispersed locations, and multi-generational teams). This report can enhance and update our knowledge of learning strategy and thus,

relates to all performance criteria of UOC. This report can also be used as a material for a personal development program.

Reference: Overton and Dixon. (2016). *Preparing for the future of learning*. CIPD. Retrieved from

https://www.cipd.co.uk/Images/preparing-for-the-future-of-learning_2016-a-changing-perspective-for-l-and-d-leaders_tcm18-13846.pdf

Qualification: Graduate Diploma of Portfolio Management

UOC Code: BSBPMG804 Govern the portfolio

Learning materials: Organisational context of project portfolio management. This journal article provides several useful diagrams and tables: (i) the portfolio relationships with portfolio, projects, and programs, (ii) the comparative overview of portfolio relationships with projects, and programs, and (iii) cross-company

portfolio management process relationships. The above can be useful for students to understand the mechanism of portfolio management. The journal article is available from Discovery Library.

Reference: Momcilovic, O., Petromanjanec, L. D., & Doljanica, S. (2014). Organizational context of project portfolio management. *Annals of the Oradea University. Fascicle of Management and Technological Engineering*, XXIII (XIII), 2014/3(3) doi:10.15660/AUOFMTE.2014-3.3064

Qualification: Advanced Diploma of Leadership and Management; Advanced Diploma of Marketing and Communication

UOC Code: BSBMGT617 Develop and implement a business plan

Learning materials: Business plan template; Business plan guide.

Both a template and a guide can be useful when they develop business plan. Therefore, they can relate to all elements and performance criteria.

Reference: Business.gov.au (2019). Business plan template. Retrieved from <https://www.business.gov.au/Planning/Business-plans/How-to-develop-your-business-plan>

Business.gov.au (2019). Business plan guide. Retrieved from <https://www.business.gov.au/Planning/Business-plans/How-to-develop-your-business-plan>

Qualification: Advanced Diploma of Program Management

UOC Code: BSBPMG623 Manage benefits

Learning materials: Stakeholder theory: Reviewing a theory that moves us.

This literature review provides the results of past research in relation to (i) stakeholder actions and responses, and (ii) firm actions and responses to organisations' benefits

and trade-off. The knowledge can enhance understanding of performance criteria 1.2 and 3.4.

Reference: Laplume, A. O., Sonpar, K., & Litz, R. A. (2008). Stakeholder theory: Reviewing a theory that moves us. *Journal of management*, 34(6), 1152-1189.

<https://doi.org/10.1177/0149206308324322>. Please send an email to library for a copy.

Qualification: Diploma of Logistics
UOC Code: TLIL5055 **Manage a supply chain**

Learning materials: Exploring efficiency and effectiveness in the supply chain: A conceptual analysis.

This research article provides discussions about what the efficiency and effectiveness mean in the supply chain for organisations and stakeholders. It also helps when setting a clear goal of strategies. This article can

relate to the performance criterion 3.2: Effectiveness of the supply chain is reviewed...

Reference:
 Borgström, B. (2005, September). Exploring efficiency and effectiveness in the supply chain: A conceptual analysis. In Proceedings from the 21st IMP Conference (p. 22). Rotterdam Netherlands. Retrieved from <https://pdfs.semanticscholar.org/1f67/5c970e0bb79bd2fce4435518e01c64fb6340.pdf>

Diana School of Community Services 

UOC Code: BSBR501 **Manage risk**
Learning materials: Risk management plan template.

This template may help students prepare risk management policy or build a project document; therefore, it relates to all sections of the elements and the performance criteria.

Reference:
 Office of the Chief Information Officer. (2015). Risk management plan template version 1.2 09/2015. *Library of Congress*. The template is accessible from [https://www.loc.gov > documents > Risk_Management_Plan_Template](https://www.loc.gov/documents/Risk_Management_Plan_Template)

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 for understanding the strategic

planning and managerial adaptation to the strategic change. Therefore, this review can 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 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.

UOC Code: CHCCCS015 Provide individualised support

Learning materials: Human rights in Australia.

The webpage provides information about human rights in Australia. They are fundamental knowledge working in

Australia and can relate to the performance criterion: 1.3: Ensure the person is aware of their rights and complaints procedures.

Reference: Australian human rights commission. (2016). Human rights in Australia. Retrieved from <https://www.humanrights.gov.au/our-work/education/human-rights-australia>

UOC Code: HLTWHS003 Maintain work health and safety

Learning materials: Risk assessment activity.

This risk assessment classroom activity sheet is prepared by the Victoria State Government. It can help practice

performance criterion, 1.1: Identify existing and potential hazards...of the UOC.

Reference: Education and Training. (2018). Risk assessment activity. Victoria State Government. Retrieved November 21, 2019 from <https://www.education.vic.gov.au/school/students/beyond/Pages/hazidentify.aspx>

UOC Code: CHCCCS023 Support independence and wellbeing

Learning materials: Promoting Independence for People with Disability.

This article provides in-depth discussions about promoting independence for people with disability. It can relate partially to the performance criterion 2.5: Encourage the person to build, strengthen and maintain independence.

Reference: Fearnley, K. & Epstein-Frisch, B. (2014). Promoting Independence for People with Disability. Independent Advisory Council. Retrieved from <https://static1.squarespace.com/static/5898f042a5790ab2e0e2056c/t/5b1a0361562fa72ab73029c6/1528431463261/Promoting%2BIndependence%2Bfor%2Bpeople%2Bwith%2Bdisability.pdf>

UOC Code: CHCECE007 Develop positive and respectful relationships with children

Learning materials: Responding to children's play

This newsletter highlights three key practices on the Early Years Learning Framework (EYLF): (i) responsiveness to children, (ii) learning through play, and (iii) intentional teaching. The three key practices link to element 1.2.2 under the National Quality Standard (NQS) (i)

Educators respond to children's ideas and play and (ii) use intentional teaching to scaffold and extend children's learning. The information can relate to the performance criteria: 2.1 (Participate in children's play and using children's cues to guide the level and type of involvement) and 2.2 (Respond positively and respectfully to children's comments, questions and requests for assistance) of the UOC.

Reference: National Quality Standard: Professional learning program. (2012). *Responding to children’s play (PLP e-Newsletter No. 34 2012)*. Retrieved from

<https://www.ecrh.edu.au/docs/default-source/resources/nqs-plp-e-newsletters/nqs-plp-e-newsletter-no-34-2012-responding-to-childrens-play.pdf?sfvrsn=8>

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 link to performance criteria of 2.1 of UOC.

To obtain the copy of the article, please contact 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.2015.07.000>

UOC Code: BSBWOR502 Lead and manage team effectiveness

Learning materials: The art of feedback: Giving, seeking and receiving feedback.

This document provides many examples of feedback: how to say, when to say, what to say and so on. This document contents can be used when explaining about effective

feedback to team members for better performance. It can relate to performance criterion, 2.3 provide feedback to team members...

Reference: ACT Government. (n.d.). The art of feedback: Giving, seeking and receiving feedback. Retrieved from

https://www.cmtedd.act.gov.au/_data/assets/pdf_file/0003/463728/art_feedback.pdf

UOC Code: CHCAGE003 Coordinate services for older people

Learning materials: Best care for older people everywhere: The toolkit 2012.

This 276-page document provides comprehensive information of older people. The section of “person-centred practice” in this document can relate to performance criteria 1.1-1.3 as it provides information

about how to coordinate the delivery of the individualised plan.

Reference: Department of Health, State Government of Victoria. (2012). *Best care for older people everywhere: The toolkit 2012*. Retrieved from

file:///C:/Users/Emmy/Downloads/120801_1_BCOPE%20The%20Toolkit_WEB-3rdOct-v02%20-%20PDF.pdf

UOC Code: CHCPRP001 Develop and maintain networks and collaborative partnerships

Learning materials: A guide to collaborative practice: Informing performance assessment & enhancement. This document can correlate with all elements of UOC. While Section 2.2. explains “collaboration dimensions and behaviours” and Section 3.2: process and

reflective practice discuss important elements during processes and for continual improvement.

Reference: Keast, R. (n.d.). *A guide to collaborative practice: Informing performance assessment & enhancement*. The Queensland Family and Children’s Commission. Retrieved from http://www.networksandcollaborations.com.au/files/QFCC_REPORT.pdf

UOC Code: BSBSUS501 Develop workplace policy and procedures for sustainability

Learning materials: 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 UOC.

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

UOC Code: CHCECE002 Ensure the health and safety of children

Learning materials: Children with medical conditions attending education and care services. This webpage provides much information about children with medical conditions attending services from the national quality framework perspective with related regulations. The knowledge we can obtain

from the webpage can be beneficial for element 1: support each child’s health needs.

Reference: Education and Training. (2017 October, 1). Children with medical conditions attending education and care services. Victoria State Government. Retrieved November 21, 2019 from <https://www.education.vic.gov.au/childhood/providers/regulation/Pages/medicalconditions.aspx>

UOC Code: BSBMGT520 Plan and manage the flexible workforce

Learning materials: Employee flexibility toolkit

This document provides comprehensive information and discussions about what flexibility work arrangement is, and how to negotiate and manage it. It can relate to the performance criteria 2.1-2.5 of UOC.

Reference: Workplace Gender Equality Agency, Australian Government. (2019). *Employee flexibility toolkit*. Retrieved from https://www.wgea.gov.au/sites/default/files/documents/Flexibility_employee_toolkit.pdf

UOC Code: CHCDIV001 Work with diverse people

Learning materials: Workplace diversity program.

This website shows the key elements which are used to assess the Workplace Diversity Program for the employees of the Australian Research Council (ARC) and explains how they have been implementing workplace diversity within the organisation.

The webpage information may be beneficial to overall performance criteria 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>

UOC Code: CHCADV001 Facilitate the interests and rights of clients

Learning materials: Complaint handling toolkit for community service organisations. This toolkit was developed by New South Wales Ombudsman to assist community service organisations in developing and improving the systems for handling complaints from service clients. The knowledge we can obtain from the toolkit

can be useful for the performance criteria: 4.1-4.3 of element 4: support clients making a complaint.

Reference: New South Wales Ombudsman. (2013). Complaint handling toolkit for community service organisations. https://www.ombo.nsw.gov.au/data/assets/pdf_file/0017/5813/BR_Complaint-Handling-Kit-CS-CRAMA-Brochure-2013-web.pdf

Engineering



Qualification: Certificate III in Air-conditioning and Refrigeration; Certificate IV in Air-conditioning and Refrigeration Servicing.

UOC Code: UEE32211 OHS procedure and OHS risk control

Learning materials: Refrigeration Systems and Applications.

This ebook provides comprehensive coverage on refrigeration systems and applications, ranging from the fundamental

principles of thermodynamics to food cooling applications for a wide range of sectoral utilizations. This book can be useful for Certificate III in Air-conditioning and Refrigeration.

Reference: Dincer, Ibrahim. (2017). *Refrigeration Systems and Applications*. John Wiley & Sons, Incorporated, 2017. ProQuest Ebook Central, <https://search-proquest-com.brightonpacific.idm.oclc.org/legacydoctrview/EBC/4833757?accountid=193703>.

Qualification: Certificate III in Air-conditioning and Refrigeration; Certificate IV in Air-conditioning and Refrigeration Servicing; Certificate III in Electrotechnology Electrician; Advanced Diploma of Electronics and Communications Engineering; Certificate III in Light Vehicle Mechanical Technology; Certificate IV in Automotive Mechanical Diagnosis.

UOC Code: UEE32211, UEENEEJ109A, UEENEEJ103A, UEENEEP024A, UEENEEJ194A, UEENEEJ123A, UEENEEG109A, UEENEEG111A, UEENEEG107A, UEENEEH141A, AURTTA018, AURTTF001, AURLTB004, AURMTE001, AURMTF002, UEENEEJ115A, UEENEEJ104A, UEENEEJ106A, UEENEEH150A, UEENEEG033A, UEENEEG102A, UEENEEJ125A, UEENEEJ107A, UEENEEG108A, UEENEEH188A, AURTTR001, and UEENEEJ113A

Learning materials: Safety and Health for Engineers.

This eBook addresses the fundamentals of safety, legal aspects, hazard recognition

and control, and techniques for managing safety decisions for engineers. The OHS procedures risks in the book can relate to performance criteria 1.1 of UEE32211, UEENEEJ109A, UEENEEJ103A, UEENEEP024A, UEENEEJ194A, UEENEEJ123A, UEENEEG109A, UEENEEG111A, UEENEEG107A, UEENEEH141A, UEENEEJ113A, UEENEEJ104A, UEENEEJ106A, UEENEEJ107A, UEENEEH150A, UEENEEG033A, UEENEEG102A, UEENEEJ125A, UEENEEH188A, and UEENEEJ115A.

Performance criteria 1.3 of AURTTF001 AURLTB004, AURTTR001, and UEENEEG108A.

Performance criteria 1.4 of AURTTA018 and AURMTE001.

Performance criteria 1.5 of AURMTF002.

Reference: Brauer, Roger L. (2016).

Safety and Health for Engineers, John Wiley & Sons, Incorporated, 2016.

ProQuest Ebook Central, [https://search-](https://search-proquest-)

[com.brightonpacific.idm.oclc.org/legacydocview/EBC/4513082?accountid=193703](https://search-proquest-com.brightonpacific.idm.oclc.org/legacydocview/EBC/4513082?accountid=193703)

Qualification: Certificate III in Electrotechnology Electrician

Learning materials: Electrical Trade Practices.

This book has been written to help apprentice electricians in the electrocommunications and energy utilities areas study the practical aspects of the Certificate III in Electrotechnology Electrician course. Therefore, this ebook can be useful for both staff and students.

Reference: Ralph, Berry, and Chadwick Phillip. (2015) *Electrical Trade Practices*,

Cengage Australia. ProQuest Ebook Central,

<https://search.proquest.com/legacydocview/EBC/4932169>.

Link:

<https://search.proquest.com/legacydocview/EBC/4932169?accountid=13380>

Qualification: Certificate IV in Automotive Mechanical Diagnosis; Certificate III in Light Vehicle Mechanical Technology

UOC Code: AURMTF001 Analyse and repair performance carburetted fuel systems; AURTTC003 Diagnose and repair cooling systems; AURETU004 Diagnose and repair air conditioning and HVAC systems.

Learning materials: Automotive and manufacturing.

This website provides detailed information about waste management solutions for

automotive workshops such as general waste/recycling, liquid waste, spill kits and waste oil. Therefore, it can relate to performance criteria 5.2 of AURMTF001 and 4.2 of AURTTC003 and

AURETU004: Work area is cleaned, waste and non-recyclable materials are disposed of, and recyclable material is collected.

Reference: Cleanaway. (2019).

Automotive and manufacturing. Retrieved from

<https://www.cleanaway.com.au/industry/automotive-and-manufacturing/>

Qualification: Certificate III in Electrotechnology Electrician

UOC Code: UEENEEG063A Arrange circuits, control and protection for general electrical installations

Learning materials: Australian electrical standards.

This website provides varieties of information about Australian electrical

standards. The information can be useful for the performance criterion 1.2, safety and other regulatory requirements for the electrical installation.

Reference: Workcover Queensland.

(2019). Australian electrical standards.

<https://www.worksafe.qld.gov.au/laws-and-compliance/electrical-safety-laws/laws-and-legislation/reference-materials>

First Aid School

UOC Code: HLTAID 001 Cardiopulmonary Resuscitation (CPR); HLTAID 002 Provide basic Emergency Life Support

Learning materials: ABC of CPR

This online booklet is a guideline for CPR. It provides essential information about CPR and it can relate to all elements of

ALTAIC001 and performance criteria: 1.1, 1.2, 1.4, and 2.1 of HLTAID002.

Reference: Sisman, A. (2018). ABC of CPR. 5th edition. ABC Publication. Retrieved from

<https://www.firstaidae.com.au/wp-content/uploads/2018/03/ABC-of-CPR-Read-only-5th-Ed-Jan-2018.pdf>

UOC Code: HLTAID 002 Provide basic Emergency Life Support

Learning materials: ANZCOR guideline 7 – Automated external defibrillation in basic life support.

Section 7 of the website provides a document of automated external

defibrillation in basic life support. It can be an additional material for UOC.

Reference: The Australian and New Zealand Committee on Resuscitation. (2016). ANZCOR guideline 7 – Automated external defibrillation in basic life support. Retrieved from <https://resus.org.au/guidelines/>

UOC Code: HLTAID 003 Provide First Aid & HLTAID 004 Provide Emergency First Aid Response in an Education and Care Setting

Learning materials: Emergency first aid. This 83-page booklet provides comprehensive information about first aid

care, and thus it relates many parts of performance criteria of the UOC.

Reference: St. John. Ambulance Australia. (2017). *Emergency First Aid. 4th edition*. Retrieved from <https://www.stjohnvic.com.au/pdfs/pfa1d.pdf>

UOC Code: HLTAID 004 Provide Emergency First Aid Response in an Education and Care Setting.

Learning materials: Psychological first aid an Australian guide.

While the majority of the contents in the document relate to the person who needs psychological first aid, it can enhance our knowledge about the stress of the people who delivers psychological first aid following an emergency. Therefore, the document can relate to performance

criterion 4.1: Recognise the possible psychological impacts on self, other rescuers and children.

Reference: Australian Red Cross. (2013). Psychological first aid an Australian guide. Retrieved from <https://www.redcross.org.au/getmedia/23276bd8-a627-48fe-87c2-5bc6b6b61eec/Psychological-First-Aid-An-Australian-Guide.pdf.aspx>

Industry Professional body and Upcoming Industry Events and Activities

This section introduces upcoming industry events and activities which relate to AIBTGlobal Schools. While some event and activities relate to several schools, some relate specifically to the particular School or course.

Ace Aviation Aerospace Academy

Event name: AvSafety Engineering Seminar - Horsham

Host: Civil Aviation Safety Authority

Location: Horsham Aero Club, Horsham Aerodrome, VIC 3000

Date: December 11, 2019

Time: 2:00 pm – 4:00 pm

Fees: Free

Topic: The following three key topics will be discussed using various case studies.

- engineering errors and the lessons learnt
- the Human component of engineering
- proposed GA Maintenance and CAW regulations

Link: <https://www.eventbrite.com.au/e/avsafety-engineering-seminar-horsham-tickets-75967832833>

Ada School of Information Technology

Event name: ACS half-day summit: young professionals: Unlock your potential to break into and thrive in the Australian tech industry.

Host: ACS

Location: Kirribilli Club, 11 Harbour view Crescent Lavender Bay NSW 2060

Date: January 21, 2020

Time: 8:30 am – 1:00 pm

Fees: Non-member \$30

Topic: Three sessions hosted by accomplished industry professionals who share their expertise in what it takes to stand out as an emerging tech professional.

Link: <https://www.acs.org.au/cpd-education/event-detail.html?eventId=7010o0000019o7dAAA>

Event name: International Conference on Engineering & Technology, Computer, Basic & Applied Sciences

Host: Academic Fora

Location: Holiday Inn Potts Point-Sydney, Sydney, Australia

Date: December 14-15, 2019

The conference covers the topics related to vital issues in Engineering & Technology, Computer, Basic and Applied Sciences Research & Practice under multiple sub-themes.

Link: <https://10times.com/ecba-sydney>

Branson Business School

Host: Australian Marketing Institute

Location: Webinar

Date: From December to January

Time: Various

Fees: From \$30 ~

Topic: Various

There are many marketing related events. Please visit:

<https://memberhub.ami.org.au/training-and-events>



Event name: CPA Australia's new professional standards scheme

Host: CPA Australia Ltd

Location: Webinar

Date: December 12, 2019

Time: 12:00 pm - 1:00 pm

Fees: Free

Topic: This 60-minute live webinar will provide an overview of CPA Australia's new five-year Professional Standards (Accountants) Scheme [Scheme].

Link: <https://events.cpaaustralia.com.au/events/cpa-australia-s-new-professional-standards-scheme/event-summary-e30b314890e94189be4531ac878f980c.aspx>

Diana School of Community Services

Event name:**Host:** Information Technology in Age Care**Location:** Royal International Convention centre (Royal ICC) 600 Gregory Terrace, Bowen Hills QLD**Date:** March 3-4, 2020**Time:** 9.00am – 6.00pm**Topic:** ITAC Conference will bring together the best IT leaders from Australia and the globe across the fields of community care, medication management, assistive technologies and offsite information**Link:** <https://10times.com/itac-conference-brisbane>**Event name:** Disability Support Worker Training**Host:** Bespoke Lifestyles**Location:** Garden City Library, Level R4, Garden City Shopping Centre, Cnr Logan and Kessels Rd Upper Mt Gravatt**Date:** December 10, 2019**Time:** 8.45am – 4pm**Fees:** \$77-110**Topic:** NDIS participants are required a range of supports. This program focused on workers with the right skill set and attitude to support NDIS participants.**Link:** <https://www.eventbrite.com.au/e/disability-support-worker-training-tickets-83112420487?aff=ebdssbdestsearch>

Fleming School of Health Sciences

Event name: CCTRN – Centre for Clinical Trials in Rare Neurodevelopmental Disorders: Scientific Symposium**Host:****Location:** Queensland Children's Hospital, 501 Stanley Street, Level 7, QCH Education Centre, South Brisbane, QLD 4101**Date:** February 6, 2020, 8.30 am & February 7, 2020, 4 pm**Fees:** Free**Topic:** Rare Neurodevelopmental Disorders**Link:** <https://www.eventbrite.com.au/e/emerging-management-therapies-for-childhood-neurodevelopmental-disorders-registration-70094980975?aff=ebdssbdestsearch>

Fauchard School of Dental Sciences

ADA NSW (Advancing dentistry to improve the health of every Australian) hosts numerous events and lists them online. |

Please visit: <https://www.adansw.com.au/Events/Calendar.aspx>

Bespoke Grammar School of English

Event name: QATESOL PD Morning and 2020 AGM

Location: Brisbane

Date: March 7, 2020

Time: 9 am – 12 Pm

Fees: \$30

Hosted by QATESOL in the city of Brisbane, the event encourages people to consider submitting an abstract or register for the pre-symposium and three day conference.

Link: <https://www.gatesol.org.au/events/qatesol-pd-2020-agm/>



Event name: 2020 ACTA International Conference – Pushing the boundaries

Location:

Date: September 30 – October 2, 2020

Time:

Topics:

This bi-annual event encourages discussion and application between international TESOL learners and educators.

Link: <https://www.gatesol.org.au/>