

SVK001 Complete VET Sector Orientation

Application

SmartVET Knowledge Online Courses are designed to give both new and experienced RTO staff the background knowledge of the VET sector and the responsibilities of a registered training organisation to ensure ongoing compliance and quality of service.

This course is designed to give an introduction/overview of a range of VET sector topics. Aimed at new hires or personnel transitioning into a new role within the organisation. It allows new staff to hit the ground running by embedding important VET industry knowledge from the outset. Existing staff can gain valuable insights into all aspects of the RTOs operation, not just their own area of expertise.

Participants will receive:

- 30 days access to the online course material.
- Useful downloads for later reference.
- A certificate of completion.

Unit Sector

Professional Development, VET Knowledge, RTO Compliance.

Course Structure

The course covers the following topics:

LESSON	CONTENT
1 The VET Sector	1.1 Overview of the VET Sector 1.2 VET Terminology
2 Compliance and Regulation	2.1 Standards for RTOs (2015) 2.2 ASQA 2.3 ASQA Audits
3. Registered Training Organisations	3.1 Types of RTOs 3.2 RTO Staff Role and Responsibilities 3.3 Training Delivery Formats 3.4 Learning Management Systems 3.5 Student Management Systems 3.6 Advertising and Marketing 3.7 Enrolments and USI 3.8 Foundation Skills 3.9 Record Keeping and Reporting Requirements
4 Training Products	4.1 The AQF 4.2 Training.gov.au 4.3 Training Packages 4.4 Qualifications and Skill Sets 4.5 Units of Competency 4.6 Accredited Courses 4.7 Licence Units 4.8 Training and Assessment Practices

Links

More information can be found at: <https://tlrg.com.au/pages/smartvet>