



Discovery Library Newsletter for Trainers

January/February Issue

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[Discovery Library](#) creates newsletter 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

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

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Library News

Live Stream Training

As you may already know, our library training programs commenced from November 2019. In this year, our live stream training programs started with “foundation skills in UOCs” (training 3) and “copyright” (training 4). Training 3 provided the knowledge of how language, literacy, numeracy and employment skills can be incorporated into the performance criteria. In training 4, we addressed the concerns about copyright systems and discussed how AIBT trainers could use third-party materials in their teaching materials legally and morally. We believe these two topics are very important for AIBT trainers. If you missed the training and wish to access the learning materials, please visit at

<https://library.aibtglobal.edu.au/library-services/library-training-announcement/past-training/>.

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.

Service expansions and enhancement

We are expanding “learning support services”. Working with language literacy and numeracy (LLN) team, we are planning to provide individualised support to AIBT students who need to improve their study skills to complete their UOCs. For example, we provide consultation with students to identify their learning needs. Once the problems are identified, we arrange them with available training programs and supplementary materials or assist them in accessing external support. The followings are examples of our new services.

- One-on-one consultation
- English tutorial
- Numeracy tutorial
- Referencing tutorial
- Report writing tutorial
- Assist in accessing other supports available

Please feel free to contact us at library@aitbglobal.edu.au for more details.

We are expanding the availability of physical books. The following are the examples of materials that you can find in Discover Learning Resource Centre, on level 3 Mt. Gravatt Campus.

- The book which staff can make multiple photocopies for students
- Books with DVD-ROM

Vocational Education and Training News

This section focuses on recent information about vocational education and training (VET) news 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 the VET sector. We hope you will find the news and articles informative, beneficial and interesting.

VET Accredited courses target skills gaps and emerging industry needs

Author: Australian Skills Quality Authority (ASQA).

Date: January 23, 2020

The news informed that RTOs in the VET sector currently delivers two types of training products:

- Training package qualifications (e.g., BSB... and not an accredited course)
- VET accredited courses (approved by the government for national recognition).

In relation to the two training products, ASQA recommended that if RTO identifies that a need for nationally recognised training is not covered by a training package, RTO can deliver VET accredited courses instead.

Reference: Australian Skills Quality Authority. (2020). VET accredited courses target skills gaps and emerging industry needs. Retrieved from

<https://www.asqa.gov.au/news-events/news/vet-accredited-courses-target-skills-gaps-and-emerging-industry-needs>

Vet funding at lowest level in more than a decade – Mitchell institute report.

Author: Perlgut, D.

Date: January 2, 2020

Reference: Perlgut, D. (2020). Vet funding at lowest level in more than a decade – Mitchell institute report. Community College Australia. Retrieved from <https://cca.edu.au/vet-funding-at-lowest-level-in-more-than-a-decade-mitchell-institute-report/>

International education agents: Overview report**Author:** Department of Education

Department of Education released data of international education agents which work for Australian education providers. The information about agency characteristics and students' incompleteness rate can be found in the document.

Reference: Department of Education, Australian Government. (2019). *International education agents overview*. Retrieved from

https://docs-edu.govcms.gov.au/system/files/doc/other/international_education_agents_-_overview_report.pdf

Five things RTOs need to know in 2020**Author:** Australian Skills Quality Authority (ASQA):**Date:** January 7, 2020

ASQA informed RTOs with five key obligations which can keep RTOs on track this year.

Reference: Australian Skills Quality Authority. (2020). Five things RTO need to know in 2020. Retrieved from <https://www.asqa.gov.au/news-publications/news/five-things-rtos-need-know-2020>**Australian government releases novel coronavirus guidelines for vet providers****Author:** Perlgut, P.**Date:** January 29, 2020**Reference:** Perlgut, P. (January 29, 2020). Australian government releases novel coronavirus guidelines for vet providers. Community Colleges, Australia. Retrieved from

<https://cca.edu.au/australian-government-releases-novel-coronavirus-guidelines-for-vet-providers/>

How police busted a multi-million-dollar 'ghost college' scam**Author:** Paul Farrell**Date:** November 6, 2019**Reference:** Paul Farrell. (2019, November 6). How police busted a multi-million-dollar 'ghost college' scam. *ABC News*. Retrieved from <https://www.abc.net.au/news/>**Link:** [https://www.abc.net.au/news/2019-11-06/private-college-reaped-\\$2m-from-students-but-never-taught-class/11662164](https://www.abc.net.au/news/2019-11-06/private-college-reaped-$2m-from-students-but-never-taught-class/11662164)

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: How to help students struggling with their course

Host: Michelle Charlton

Location: Webinar

Date: March 2, 2020

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

Cost: \$85

Key topics:

- What most students need for their course, but have never been taught
- How you, as a trainer/assessor, can fill this gap
- Explicitly upskilling students in the core skill of learning
- The benefits of understanding the ‘hidden curriculum.’
- How all of the above can influence student participation and progression rates

Who should attend:

- RTO/Compliance Managers
- Trainer and Assessors
- Training Managers
- Learning Resource Developers
- Private Individuals

Visit: <https://www.velgtraining.com/events/1095>

Title: Focus week: Designing quality online courses

Host: Kerri BATTERY

Location: Webinar

Date: March 17, 2020

Location: Webinar

Time: 11:00 pm – 12:00 pm (AEST: QLD); 12:00 pm – 1:00 pm (AEDT: NSW & TAS)

Cost: \$85

Key topics:

- Selecting a learning approach (collaborative, social, self-paced)
- Synchronous vs asynchronous learning
- Visual design
- Learner engagement
- Accessibility of content

Who should attend:

- Compliance Manager
- L & D Managers
- Online Course Developers
- Training Managers
- Trainers and Assessors

Link: <https://www.velgtraining.com/events/1099>

Title: Focus week: Design of quality systems and continuous improvement

Host: John Price

Location: Webinar

Date: March 16, 2020

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

Cost: \$85

Key topics:

- Training and Assessment Strategies
- Quality training
- Quality in RPL assessment
- Quality online courses

Who should attend:

- Compliance Manager
- Operational Managers
- Online Course Developers
- Training Managers
- CEO/RTO Owner

Link: <https://www.velgtraining.com/events/1098>

Title: Meeting trainers requirements

Host: Insources Group Pty Ltd.

Location: Webinar 1.5 hours

Date: April 21, 2020

Time: 12:30 pm & 2:00 pm

Cost: \$95

Key topics: This webinar will explain the Standards for RTOs 2015 (e.g., Clauses 1.13-1.16 and 1.21-1.24). The examples and strategies include:

- Vocational competency requirements,
- Current industry skills requirements,
- Vocational training, learning and assessment requirements,
- Current knowledge and skills in vocational training and learning requirements, and
- Undertake professional development

Link: <https://www.insources.com.au/all-webinar-events/meeting-trainer-assessor-requirements/meeting-trainers-and-assessors-requirements-21-04-2020>

Title: Colour Conference 2020

Host: Hillsong, Australia

Location: Sydney

Date: March 5-7, 2020

Time: 9:00 am – 6:00 pm

The conference focuses on the companies' news, products and services of the Education & Training industry.

Link: <https://www.xpobuzz.com/colour-conference-sydney#>

Learning Materials Related to Units of Competency

Ace Aviation Aerospace Academy



UOC Code: AVIF0005 - Implement aviation fatigue risk management processes; AVIF0006 - Manage aviation risk

Learning material 1: Brace for impact: Air crashes and aviation safety. This ebook provides collections of aeroplane crash episodes. The book explains and discusses behind-the-scene reasons for these crashes; therefore, it can relate to the UoCs.

Reference 1: Pigott, P. (2016). Brace for impact: Air crashes and aviation safety. Retrieved from <https://ebookcentral.proquest.com>

Learning material 2: The flight instructor's survival guide: True, witty, insightful stories illustrating the fundamentals of instructing. This ebook provides many different cases from various topics (e.g., human behaviour; learning process; effective communication; teaching process). It provides underpinning knowledge from the real-world and can relate to both UoCs (AVIF0005; AVIF0006).

Reference 2: McMahon, A. (2017). *The flight instructor's survival guide: True, witty, insightful stories illustrating the fundamentals of instructing*. Retrieved from <https://ebookcentral.proquest.com>

Ada School of Information Technology



Qualification: Advance Diploma in IT

UOC Code: ICTICT508 Evaluate vendor products and equipment

Learning material 1: Choosing a vendor: six steps to find the best supplier. This article explains the six steps which can help people to choose a vendor, and therefore, it can relate to the elements and the performance criteria of ICTICT508.

Reference 1: Business Know-How. (2015). Choosing a vendor: six steps to find the best

supplier. Attard Communications, Inc. Retrieved February 4, 2020 from <https://www.businessknowhow.com/manager/choosevendor.htm>

Learning material 2: Who are the top tech vendors in IT? This article discusses the world best tech vendors in IT.

Reference 2: Osman H. (2017). Who are the top tech vendors in IT? IDG Communication. Retrieved from <https://www.arnnet.com.au/article/620875/who-top-tech-vendors-it/>

Qualification: Advance Diploma in IT
UOC Code: ICTSAS601 **Implement change management processes**

Learning materials: Digital or ICT strategy or plan. This guideline explains the structure of ICT plans and provides examples of strategies which are unique to ICT.

This guideline is licensed under a Creative Commons (CC) Attribution 4.0 International Licence; therefore, you can

share the work (e.g., copy and redistribute the material in any format) or adapt it in your learning materials (e.g., remix, transform, and build upon the material).

Reference: Queensland Government Chief Information Office. (2018). Digital or ICT strategy or plan. Retrieved from <https://www.qgcio.qld.gov.au/information-on/digital-and-ict-strategic-planning/digital-or-ICT-strategy-or-plan>

Qualification: Diploma in IT
UOC Code: ICTWEB411 **Produce basic client-side script for dynamic web pages**
Learning materials: Html5 24-hour trainer. RMIT University recommends this book for their course: Produce basic client-side script for dynamic web pages. This ebook is suitable for beginning students, and it covers

both HTML and CSS. You can access this ebook free from QLD state library's collections. QLD State library is free to join, so if you are interested in, please check it online.

Reference: Lowery, J., & Fletcher, M. (2011). Html5 24-hour trainer. Retrieved from <https://ebookcentral.proquest.com>

Qualification: Diploma in IT
UOC Code: ICTPMG501 **Manage ICT projects**
Learning materials: Information technology project manager's competencies. This ebook covers comprehensive knowledge about IT project managers' required competencies. You can access this ebook free from QLD state library's collections. QLD State library is free to join, so if you are interested in, please check it online. Further, this guideline is licensed

under a Creative Commons (CC) Attribution-NonCommercial_ShareAlike 4.0 International Licence (CCBT_NC_SA 4.0); therefore, you can share the work (e.g., copy and redistribute the material in any format) or adapt it in your learning materials (e.g., remix, transform, and build upon the material).

Reference: Erasmus, Wikus, Joseph, Nazeer, & Marnewick, Carl. (2016). *Information technology project manager's competencies*. AOSIS.

Qualification: Diploma in IT

UOC Code: ICTWEB501 **Build a dynamic website**

Learning materials: Responsive web design with html5 and css3. This ebook provides detailed instructions about navigation on website (performance criteria of 2.1) as well as explaining best-practice

methods of writing and delivering code, files, and images. You can access this book free from QLD state library's collections.

QLD State library is free to join, so if you are interested in, please check it.

Reference: Frain, B. (2012). *Responsive web design with html5 and css3*. Retrieved from <https://ebookcentral.proquest.com>

Branson Business School



Qualification: Diploma of Business; Diploma of Marketing and Communication; Advanced Diploma for Business

UOC Code: BSBADV503 **Coordinate advertising research**

Learning materials: Marketing research in the 21st century: Opportunities and challenges. This journal article discusses that modern markets and the emergence of big data transformed how marketers design research and analyse the data. The content can enhance our marketing knowledge, and it relates to large parts of elements and

performance criteria in BSBADV503. AIBT staff can access this article via our discovery online library.

Reference: Joseph F Hair Jr, Harrison, D. E., & Risher, J. J. (2018). Marketing research in the 21st century: Opportunities and challenges. *Remark*, 17(5), 666. doi:10.5585/remark.v17i5.4173

Link:

<https://search-proquest-com.brightonpacific.idm.oclc.org/docview/2125795569?pq-origsite=summon>

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

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 and describes 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 from <https://pdfs.semanticscholar.org/0333/9f1d37ee4d9182b7fc7ddb33f19d9a92177.pdf>

Qualification: Graduate Diploma of Management (Learning); Graduate Diploma of Strategic Leadership; Graduate Certificate in Management Learning; Graduate Diploma of 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 the diversity of conscious

leadership. The document relates to performance criterion 2.2 (model and promote different leadership styles) of the 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 Leadership and Management

UOC Code: BSBMGT517 Manage operational plan

Learning material 1: This 237-page ebook discusses how big data is changing the corporate function of human resource management, and thus it can relate to the performance criterion of 2.1. The guideline is licensed under a Creative Commons (CC-BY-NC-ND) 4.0 license which means we can copy and redistribute the text for non-commercial use as long as we reference the author properly (but not allowed to change them in any way). We can access this ebook from discovery library online.

Reference 1: Scholz, T. (2017). Big data in organizations and the role of human resource management. Peter Lang

International Academic Publishing. DOI: 10.3726/b10907

Learning material 2: The human resource professional's guide to change management: Practical tools and techniques to enact meaningful and lasting organizational change. This ebook is it can relate to performance criteria 2.1 (human resource management).

Reference 2: Peacock, M. J. (2017). *The human resource professional's guide to change management: Practical tools and techniques to enact meaningful and lasting organizational change*. Retrieved from <https://ebookcentral.proquest.com>

Link:

<https://ebookcentral.proquest.com/lib/aibtgl/obalau/detail.action?docID=4865275>

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

Communication; Advanced Diploma of Program Management; Advanced Diploma of Deployment Logistics;

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 understand the element 3 (write strategic plan) and performance criteria 3.1-3.4. of UoC.

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: Advanced Diploma of Leadership and Management; Advanced Diploma of Marketing and Communication; Advanced Diploma of Deployment Logistics

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 students develop a business plan. Therefore,

these learning materials 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: Diploma of Business; Diploma of Marketing and Communication

UOC Code: BSBMKG523 Design and develop an integrated marketing communication plan

Learning materials: Measuring marketing: The 100+ essential metrics every marketer needs, the third edition. This comprehensive marketing book provides integrated

marketing communication (IMC) strategy in Part 7, which can be essential knowledge to learn this UOC. Available from discovery library online.

Reference: Davis, J. (2017). *Measuring marketing: The 100+ essential metrics every marketer needs*, the third edition.

Retrieved from

<https://ebookcentral.proquest.com>

Qualification: Graduate Diploma of Portfolio Management

UOC Code: BSBPMG801 Prioritise projects and programs

Learning materials: Project and program management: A competency-based approach, third edition. This edition focuses

on the key concepts of projects and programs and provides a variety of learning scenarios. The ebook can be useful when explaining real-world examples.

Reference: Springer, M. L. (2016). *Project and program management: A competency-*

based approach (Third ed.). Purdue University Press. Retrieved from

<https://ebookcentral.proquest.com>

Qualification: Diploma of Project Management

UOC Code: BSBPMG512 Manage project time

Learning materials: Project management essentials. Chapter 5 of this ebook provides the instructions on how to create a project schedule step by step with examples. Therefore, it can enhance the understanding of the performance criteria 1.3.

Reference: Wells, K., & Kloppenborg, T. (2015). *Project management essentials* (First edition.). Business Expert Press. Retrieved from

<https://ebookcentral.proquest.com>

Link:

<https://ebookcentral.proquest.com/lib/aibtglobalau/reader.action?docID=4009424>

Qualification: Diploma of Project Management

UOC Code: BSBPMG513 Manage project quality

Learning materials: Project quality management: Project skills. The document provides detailed information about project quality management, and it can relate to performance criteria such as 2.1 (undertake

quality assurance audit) and 2.3 (quality metrics).

Reference: Team FME. (2014). Project quality management: Project skills.

Retrieved from

https://edisciplinas.usp.br/pluginfile.php/3878955/mod_resource/content/1/Plano%20da%20qualidade%20do%20projeto..pdf

Qualification: Diploma of Leadership and Management

UOC Code: BSBWOR502 Lead and manage time

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, particularly to team members. Therefore, 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

Qualification: Diploma of Logistics

UOC Code: TLIA5058 **Manage facility and inventory requirements**

Learning materials: Contemporary issues in supply chain management and logistics. This ebook focuses on how to deal with constant changes which impact on facility management and inventories in logistic

operations. You can access this book from Discovery library online.

Reference:

Pagano, A. M., & Gyimah, M. (2016). *Contemporary issues in supply chain management and logistics*. Retrieved from <https://ebookcentral.proquest.com>

Qualification: Certificate IV in Business

UOC Code: BSBCUS401 **Coordinate implementation of customer service strategies**

Learning materials: Consumers' right & obligations. Performance criterion 2.3 of the UoC is about handling customer difficulties and complains. It is important for students to know about consumers' right and obligations from the Australian regulations'

perspective. Therefore, this webpage can relate to UoC and enhance our knowledge.

Reference: Australian Competition & Consumer Commission. (n.d.) Consumers' right & obligations. Retrieved February 13, 2020 from

<https://www.accc.gov.au/business/treating-customers-fairly/consumers-rights-obligations#dealing-with-customer-complaints>

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

UOC Code: BSBMKG507 **Interpret market trends and developments**

Learning materials: Marketing performance: How marketers drive profitable growth. This ebook provides knowledge about how marketers infuse their function with an investor's mindset and drive sustainable marketing performance.

Exhibit 3.4 of the ebook can relate to the performance criterion 1.5 of the UoC, as it discusses and provides the analytical tool of how to assess strengths and weaknesses in comparison with competitors.

Reference: Bauer, T., Freundt, T., Gordon, J., Perrey, J., & Spillecke, D. (2016). *Marketing performance: How marketers drive profitable growth*. Retrieved from <https://ebookcentral.proquest.com>

Qualification: Diploma of Project Management; Advanced Diploma of Program Management

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

Learning materials: Linking emotional intelligence and performance at work: Current research evidence with individuals and groups. This ebook provides the

collections of academic articles which discuss emotional intelligence and work performances. Chapter 7 (emotional intelligence, emotional self-awareness, and team effectiveness) can particularly relate to the performance criterion of 3.3 (develop and implement plans to encourage the self-management of emotions in others) of the UoC, and it can enhance trainers' knowledge.

Reference: Druskat, V. U., Mount, G., & Sala, F. (Eds.). (2005). *Linking emotional intelligence and performance at work : Current research evidence with individuals and groups*. Retrieved from <https://ebookcentral.proquest.com>
Retrieved from <https://ebookcentral.proquest.com/lib/aibtgl/obalau/reader.action?docID=1433971>

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

UOC Code: BSBINN601 Lead and manage organisational change

Learning materials: This ebook discusses how leaders can help employees cope with change and in turn, ensure the organisation's long-term survival. It provides us with wide varieties of knowledge relating to organisational change. Chapter 1 of the ebook can particularly relate to the

performance criteria 3.1 (communication with relevant groups and individuals). It is a very interesting book to read.

Reference: Orridge, M. (2009). *Change leadership: Developing a change-adept organization*. Retrieved from <https://ebookcentral.proquest.com>

Link:

<https://ebookcentral.proquest.com/lib/aibtgl/obalau/reader.action?docID=449243&ppg=30>

Qualification: Certificate IV in Business; Diploma of Business; Diploma of Leadership and Management; Diploma of Marketing & Communication

UOC Code: BSBPMG522 Undertake project work

Learning materials: Project management toolbox: Tools and techniques for the practising project manager. This ebook provides knowledge about how to improve

project performance using tactics. Therefore, it can relate to the UoC.

Reference: Milosevic, D. Z., & Martinelli, R. J. (2016). *Project management toolbox: Tools and techniques for the practising project manager*. Retrieved from <https://ebookcentral.proquest.com>

Link:

<https://ebookcentral.proquest.com/lib/aibtgl/obalau/detail.action?docID=4322633#>

Qualification: Diploma of Project Management

UOC Code: BSBFIM601 Manage finances

Learning materials: How to create a budget. This webpage provides basic knowledge about creating, monitoring, and using a budget for business and also leads us to other useful links. Therefore, it can relate

to the UoC and it worth checking the webpage, and it is worth checking.

Reference: Business.gov.au. (2019). How to create a budget. Commonwealth of Australia.

Retrieved from

<https://www.business.gov.au/Finance/Accounting/How-to-create-a-budget>

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

UOC Code: BSBMGT617 Develop and implement a business plan

Learning materials: Design a better business: New tools, skills, and mindset for strategy and innovation. This ebook provides over 50 case studies and real-life examples from large corporations such as Toyota and Audi, about their best practices

and pitfalls to avoid. Therefore, it can relate to all elements of the UoC.

Reference: Van, D. P. P., Lokitz, J., & Solomon, L. K. (2016). *Design a better business: New tools, skills, and mindset for strategy and innovation*. Retrieved from <https://ebookcentral.proquest.com>.

Link:<https://ebookcentral.proquest.com/lib/aibtglobalau/reader.action?docID=4694619#>

Qualification: Graduate Certificate in Management; Graduate Diploma of Management

UOC Code: BSBLED802 Lead learning strategy implementation

Learning materials: Strategies for cultivating an organisational learning culture. This document discusses what organisational learning culture is about and how organisations can implement learning strategies and practices with barriers. This document also provides underpinning knowledge about continuous quality

improvement. It may not be suitable for VET level, but it enhances the knowledge of trainers. This document is permitted for reproduction with attribution.

Reference: Winkler, M. K. and Fyffe, S. D. (2016). *Strategies for cultivating an organisational learning culture*. Urban Institute.

Retrieved from

https://www.urban.org/sites/default/files/publication/86191/strategies_for_cultivating_an_organizational_learning_culture_0.pdf

Qualification: Graduate Certificate in Leadership Diversity; Graduate Diploma of Strategic Leadership; Graduate Diploma of Portfolio Management

UOC Code: BSBDIV801 Conduct strategic diversity workforce planning

Learning materials: Equal opportunity and diversity. This webpage discusses equal opportunity and diversity for businesses and provides numerous links to specific

resources relating to diversity at work. Therefore, it can relate closely to element 3, particularly performance criterion 3.5 of the UoC.

Reference: Business.gov.au. (n.d.). Commonwealth of Australia. Equal opportunity and diversity. Retrieved from <https://www.business.gov.au/People/Hiring/Equal-opportunity-and-diversity>

Diana School of Community Services



Qualification: Diploma of Community Services

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 when 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>

Qualification: Diploma of Leadership and Management; Diploma of Community Services

UOC Code: BSBWOR502 Lead and manage team effectiveness

Learning materials: Leading work teams: A self-paced learning resource for supervisors working with supported employees in disability business services. Section 1.1-1.15 of this document is about teams and team planning for team leaders, and it can relate to all elements of this UoC.

Reference: Australian Government Department of Families, Housing, Community Services and indigenous affairs. (2008). *Leading work teams: A self-paced learning resource for supervisors working with supported employees in disability business services*.

Retrieved from http://resources.fahcsia.gov.au/ConsumerTrainingSupportProducts/docs/employers/leading_work_teams.pdf

Qualification: Diploma of Community Services

UOC Code: CHCCCS007 **Develop and implement service programs**

Learning materials: Needs assessment: Part one – Defining needs and needs assessment. The webpage provides detailed information about a need assessment in the community. It can relate to the performance criteria of 1.1-1.5 of the UoC.

Reference 1: Australian Institute of Family Studies. (2020). Needs assessment: Part one

– Defining needs and needs assessment. Retrieved from

<https://aifs.gov.au/cfca/publications/cfca-paper/needs-assessment/part-one-defining-needs-and-needs-assessment>

Reference 2:

Australian Institute of Family Studies. (2020). Needs assessment: Part two: How to do a needs assessment. Retrieved from <https://aifs.gov.au/cfca/publications/cfca-paper/needs-assessment/part-two-how-do-needs-assessment>

Qualification: Certificate III in individual support.

UOC Code: HLTAAP001 **Recognise healthy body systems**

Learning material: Anatomy of the organs: Quickstudy reference guide. This ebook provides the names of body parts. While it

does not explain what the body parts do, it can be interesting to see all names with pictures.

Reference: Perez, V. (2016). Anatomy of the organs: Quickstudy reference guide. Retrieved from <https://ebookcentral.proquest.com>

Qualification: Diploma in Early Childhood Education and Care

UOC Code: CHCECE024 **Design and implement the curriculum to foster children's learning and development.**

Learning material 1: Child safe organisations: Information for organisations on how to keep children safe. This article discusses the National Principles for Child Safe Organisations. Therefore, it can relate to the UoC.

Reference 1: Australian Institute of Family Studies. (2020). Child safe organisations: Information for organisations on how to keep children safe. Retrieved from <https://aifs.gov.au/cfca/2019/11/06/child-safe-organisations-information-organisations-how-keep-children-safe>

Link to further reading:

<https://aifs.gov.au/cfca/search/site/Children%20learning%20environment>

Learning material 2: Examining quality in two preschool settings: Publicly funded early childhood education and inclusive early childhood education classrooms.

Available from QLD State Library (it is free to join State Library).

Reference 2: Pelatti, C. Y., Dynia, J. M., Logan, J. A., R., Justice, L. M., & Kaderavek, J. (2016). Examining quality in two preschool settings: Publicly funded early childhood education and inclusive early childhood education classrooms. *Child & Youth Care Forum*, 45(6), 829-849. doi:<http://dx.doi.org/10.1007/s10566-016-9359-9>

Qualification: Certificate IV in ageing support

UOC Code: CHCCCS006 Facilitate individual service planning and delivery

Learning material: Reducing the use of sedatives – video. The webpage with the video explains the implications caused by sedatives for older people who live in aged care services in Australia. It can be a niche

subject; however, it can enhance our knowledge about individual service planning and delivery.

Reference: Commonwealth of Australia (2020). Reducing the use of sedatives-video Retrieved from

<https://www.agedcarequality.gov.au/providers/better-use-medication-aged-care-project/reducing-use-sedatives-video>

Qualification: Certificate III in individual support

UOC Code: CHCAGE004 Implement interventions with older people at risk

Learning material: Strengthening protections for older Australians. This 100-page document discusses models and options for a Serious Incident Response Scheme (SIRS) for Commonwealth-funded aged care service providers.

Reference: Commonwealth Department of Health. (2019). Strengthening protections for older Australians. Retrieved from

<https://www.health.gov.au/sites/default/files/documents/2019/12/strengthening-protections-for-older-australians-strengthening-protections-for-older-australians-development-of-models-and-options-for-a-serious-incident-response-scheme.pdf>

Qualification: Certificate III in individual support

UOC Code: HLTWHS002 Follow safe work practices for direct client care

Learning material 1: Direct client care and support. While this webpage does not closely relate to performance criteria, it provides information and data on the Direct Client Care and Support industry. It can be useful for trainers to show students the evidence on how the services in this industry are important and high in demand.

Reference 1: Australian Industry and Skills Committee. (2020). Direct client care and support. Retrieved from

<https://www.qld.gov.au/families/babies/childcare/types/family>

Learning material 2: Aged care: Safety basics. This webpage provides the information to understand and control the risks when working in aged care as well as numerous links. Therefore, it is useful for UoC.

Reference 2: WorkSafe, Victoria. (2019). Aged care: Safety basics. Retrieved from

<https://www.worksafe.vic.gov.au/aged-care-safety-basics>

Qualification: Diploma in Early Childhood Education and Care

UOC Code: CHCECE014 Comply with family day care administration requirements

Learning materials: Key obligations of a family daycare service. This document provides a summary of key responsibilities for family daycare service under laws and

regulations. Therefore, it can relate to all three elements of UoC.

Reference: Department of Social Services. (2015). *Key obligations of a family daycare service*. Retrieved from https://www.dss.gov.au/sites/default/files/documents/05_2015/key_obligations_of_a_family_daycare_service.pdf

Qualification: Certificate III in individual support

UOC Code: CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety

Learning materials: Evaluating the outcomes of programs for Indigenous families and communities. This webpage outlines several key considerations about evaluating the outcomes or impact of a program for Indigenous families or communities. The contents in the document are essential knowledge for community

service workers, and it can relate to the UoC. The contents in this webpage are under the CC licence, and thus we can copy and re-use this work.

Reference: Muir, S. and Dean, A. (2017). *Evaluating the outcomes of programs for Indigenous families and communities*. Australian Institute of Family Studies. Retrieved from <https://aifs.gov.au/cfca/sites/default/files/publication-documents/evaluating-outcomes-programs-indigenous.pdf>

Qualification: Certificate III in Early Childhood Education and Care

UOC Code: CHCECE001 Develop cultural competence

Learning materials: Understanding cultural competence. This 3-page brochure contains basic knowledge of cultural competence, and it can relate to the UoC.

Reference: Early Childhood Australia (2011). *Understanding cultural competence*. Retrieved from

<https://www.ecrh.edu.au/docs/default-source/resources/eylf-plp-e-newsletters/eylf-plp-e-newsletter-no-7-2011-understanding-cultural-competence.pdf?sfvrsn=4>

Qualification: Diploma in Early Childhood Education and Care

UOC Code: CHCECE021 Implement strategies for the inclusion of all children

Learning materials: Children's rights report 2019. Australian Human Rights Commission provides the report for Children's rights. While the report releases

detailed information, the key issues in the report can relate particularly to performance criterion 2.3: Children's' right. It worth checking the contents of this report.

Reference: Australian Human Rights Commission. (2019). *Children's rights report 2019*. Retrieved from

file:///C:/Users/Emmy/Downloads/children_srightsreport_2019_ahrc.pdf

Sheldon School of Hospitality



Qualification: Patisserie

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 the Australian Research Council (ARC). The webpage provides how they implemented 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 the UoC.

Reference: Australian Research Council. (2015). Workplace Diversity Program. Retrieved from

<https://www.arc.gov.au/policies-strategies/policy/workplace-diversity-program>

Qualification: Patisserie; Commercial Cookery Old Students

UOC Code: BSBSUS401 **Implement and monitor environmentally sustainable work practices**

Learning materials 1: Reports.

Intergovernmental Panel on Climate Change (IPCC) provides many reports about climate change. We can read and obtain knowledge or show the reports on the webpage to students. The information on this website can be related to the performance criterion of 1.1.

Reference 1: The Intergovernmental Panel on Climate Change. (2020). Reports.

Retrieved from

<https://www.ipcc.ch/>

Learning materials 2: Climate change. This ebook about climate change provides collections of papers written by engineers and scientists, and it can relate to all four elements of UoC. This ebook is available from Discovery library online.

Reference 2: Wong, K. V. (2015). *Climate change*. Retrieved from

<https://ebookcentral.proquest.com>

Qualification: Patisserie

UOC Code: SITHCCC011 **Use cookery skills effectively**

Learning materials:

This journal article introduces a 6-week healthy food cooking programme. The study results show that the programme had

positive effects on participants' confidence in the cooking skill, which helped to manage time, and reduced barriers of cost, waste, and knowledge. The study results can show us the important elements of efficient cookery skills from a psychological

perspective, and it can relate to the UoC. Available from Discovery library online.

Reference: Garcia, A. L., Reardon, R., Hammond, E., Parrett, A., & Gebbie-Diben, A. (2017). Evaluation of the "eat better feel

better" cooking programme to tackle barriers to healthy eating. *International Journal of Environmental Research and Public Health*, 14(4), 380. doi:10.3390/ijerph14040380

Qualification: Patisserie

UOC Code: SITXMGT001 **Monitor work operations**

Learning material: Workplace safety events and firm performance.

Reference: Kabir, Q. S., Watson, K., & Somaratna, T. (2018). Workplace safety

events and firm performance. *Journal of Manufacturing Technology Management*, 29(1), 104-120. doi:10.1108/JMTM-07-2017-0133

Available from Discovery online library.

Qualification: Patisserie

UOC Code: SITXCCS007 **Enhance customer service experiences**

Learning materials: Customer engagement in increasing affective commitment within hospitality sector. This study examined the influence of customer engagement on affective commitment in the hospitality sector. The results can prove vital to practitioners in engaging customers while branding and marketing their products and services so as to strengthen a customer

emotional and loyal base. The knowledge obtained from the results can help understanding how to provide a quality service experience and therefore, it can relate to element 1 of UoC.

Reference: Rather, R. A., & Parray, S. H. (2018). Customer engagement in increasing affective commitment within hospitality sector. *Johar*, 13(1), 73-92

<https://search-proquest-com.brightonpacific.idm.oclc.org/docview/2138638744?pq-origsite=summon>

Qualification: Patisserie; Commercial Cookery Old and New Students

UOC Code: SITXINV003 **Purchase goods; SITXINV001 Receive and store stock**

Learning materials: Basic kitchen and food service management. This open textbook is developed to support the training of students and apprentices in the foodservice and hospitality industry in

Britain. Chapter 9: *Purchasing* can relate to all elements of UoC. Under the CC licence, we are permitted to retain, reuse, copy, redistribute, and revise the book—in whole or in part.

Reference: The BC Cook Articulation Committee. (2015). Basic kitchen and food service management. Retrieved from <https://opentextbc.ca/basickitchenandfoodservice/management/>

Qualification: Commercial Cookery New & Old Students

UOC Code: SITHCCC001 Use food preparation equipment

Learning materials: Basic kitchen and food service management. This open textbook is developed to support the training of students and apprentices in foodservice and hospitality industry in Britain. Chapter 18 (factors affecting working performance)

can relate to all elements of UoC. Under the licence, you are permitted to retain, reuse, copy, redistribute, and revise the book—in whole or in part.

Reference: The BC Cook Articulation Committee. (2015). Basic kitchen and food service management. Retrieved from <https://opentextbc.ca/basickitchenandfoodservice/management/>

Qualification: Commercial Cookery New Students

UOC Code: SITHCCC005 Prepare dishes using basic methods of cookery

Learning materials: Basic kitchen and food service management. This open textbook is developed to support the training of students and apprentices in the foodservice and hospitality industry in Britain. All chapters of this ebook can relate

to the elements of UoC. Under the licence, you are permitted to retain, reuse, copy, redistribute, and revise the book—in whole or in part.

Reference: The BC Cook Articulation Committee. (2015). Basic kitchen and food service management. Retrieved from <https://opentextbc.ca/basickitchenandfoodservice/management/>

Qualification: Commercial Cookery New Students; Advanced Diploma in Hospitality Management

UOC Code: SITHCCC018 Prepare food to meet special dietary requirements

Learning materials: Special dietary and cultural needs.

This webpage provides a brief overview of allergies, food intolerances and sensitivities, as well as cultural and religious

considerations. The core knowledge about special dietary can relate to element 1 of the UoC.

Reference: Department of Health. (2013). Special dietary and cultural needs. Retrieved from <https://www1.health.gov.au/internet/publications/publishing.nsf/Content/canteen-mgr-tr2~special-dietary>

Qualification: Commercial Cookery New Students

UOC Code: SITXFSA001 Use hygienic practices for food safety

Learning materials:

This webpage outlines the general elements of a regulatory food safety program and

associated audit system by the Department of Health, including the National Food Safety Audit Policy which explains how jurisdictions will administer these components consistently. The webpage provides us with the underpinning

information of food safety, and it can relate to UoC.

Reference: Department of Health. (2009). 2 Food safety program audit management

framework. Retrieved from <https://www1.health.gov.au/internet/publications/publishing.nsf/Content/nat-food-safety-aud-pol~nfsap-framework>

Qualification: Commercial Cookery New Students

UOC Code: SITXFSA002 Participate in safe food handling practices

Learning materials: Food safety – allergies, choking and food handling.

Reference: Department of Health. (2011). Food safety – allergies, choking and food handling. Since this webpage, from the Department of Health, provides an

introduction to the food safety (e.g., high-risk foods; bacteria in foods), it can be useful to show to students at the beginning of the unit.

Retrieved from <https://www1.health.gov.au/internet/publications/publishing.nsf/Content/gug-children-toc~gug-children-safety>

Qualification: Advance Diploma in Hospitality Management

UOC Code: SITXCCS002 Provide visitor information

Learning materials: Tourism statistics. The website from Tourism Australia provides a snapshot of information about

international tourism. Since it provides overall statistics, it can be useful to show to students.

Reference: Tourism Australia. (2020). Tourism statistics. Retrieved from <http://www.tourism.australia.com/en/markets-and-stats/tourism-statistics.html>

Qualification: Advance Diploma in Hospitality Management

UOC Code: SITHACS001 Clean premises and equipment

Learning materials: Modern Restaurant Management (MRM) magazine provides 2-min-read-article about a cleaning checklist (some with photos) thus it can relate to the UoC. The website also provides interesting videos which we can show to students (e.g.,

first robotic mobile restaurant: <https://www.modernrestaurantmanagement.com/first-robotic-mobile-restaurant-and-door-dashes-commissary-kitchen/>).

Reference: Gentile, M. (2019). The essential restaurant kitchen cleaning checklist. *MRM magazine*. Retrieved from <https://www.modernrestaurantmanagement.com/the-essential-restaurant-kitchen-cleaning-checklist/>

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 particular schools or course.

Ace Aviation Aerospace Academy

Topic: Designated Aviation Medical Examiner (DAME) Training Program

Host: The Australasian Society of Aerospace Medicine

Location: Brisbane

Date: May 2-10, 2020

Visit: <https://www.asam.org.au/news/dame-training-brisbane-may-2-10-2020>

Topic: ASAM Annual conference

Host: Civil Aviation Safety Authority – Australian Government

Location: Hobart

Date: September 17-20, 2020

Visit: <https://www.casa.gov.au/avmed/newsletter-and-events>

Ada School of Information Technology

Topic: ACS Webinar: AI Assistants

Host: Australian Computer Society (ACS)

Location: Webinar (registration by February 24, 2020, 4 pm)

Date: February 27, 2020

Time: 1:00 pm

Fees: Free

Visit: <https://www.acs.org.au/cpd-education/event-detail.html?eventId=7010o000001f3KBAAY>

Topic: ACS Panel: ACS Queensland and RCL Present Queensland Women's Week Showcase

Host: Australian Computer Society (ACS)

Location: The Stadium @ The Precinct, Level 2. TC Beirne Building. 315 Brunswick St Fortitude Valley QLD 4006

Date: March 9, 2020 (Registration ends Sun, 08 Mar, 12:20 PM)

Time: 5.30 pm – 7:30 pm

Fees: Free

Visit: <https://www.acs.org.au/cpd-education/event-detail.html?eventId=7010o000001f0UcAAI>

Topic: International Conference on Artificial Intelligence, Software Engineering, Information Technology and Applied S 2020

Host: Buderim War Memorial Community Association

Category: Education & Training; Conferences

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

Date: March 14 – 15, 2020

Time: 9:00 am - 5:00 pm (General)

Visit: <https://www.xpobuzz.com/icoaiseitaas>

Topic: ACS Webinar: Modern Business Law 'Tips & Tricks' for IT Professionals

Host: Australian Computer Society (ACS)

Location: Webinar

Date: March 18, 2020

Time: 2:00 – 3.00 pm

Fees: Available only for member

Visit: <https://www.acs.org.au/cpd-education/event-detail.html?eventId=7010o000001f3pxAAA>

Topic: ACS Emerging & Deep Tech Webinar: Software Development Best Practice

Host: Australian Computer Society (ACS)

Location: Webinar (Registration ends March 18, 2020 10:30 pm)

Date: March 19, 2020

Time: 12:00 -1:00 pm

Fees: Free

Visit: <https://www.acs.org.au/cpd-education/event-detail.html?eventId=7010o000001ezzoAAA>

Bespoke Grammar

Topic: Improving Pronunciation and Spoken English Class at Parramatta Library

Host: Parramatta Library

Location: 1-3 Fitzwilliam Street, Parramatta

Date: 26 February, March 4, 11, 18, 25, and April 1, 2020

Time: 10:00 am – 11:00 am AEDT

Fees: Free

Visit: <https://www.eventbrite.com.au/e/improving-pronunciation-and-spoken-english-class-at-parramatta-library-registration-79306338393>

Topic: ACTA International Conference

Host: ACTA

Location: Brisbane Hilton, Brisbane, Queensland

Date: September 29 - October 2, 2020

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

Branson Business School

Title: Marketing Lunch - Brisbane

Host: Gamechanger Business Network

Location: Greenhouse Canteen & Bar 66 Manning St, South Brisbane, QLD 4101

Date: February 26, 2020

Time: 12:00 pm – 2:00 pm AEST

Fees: \$38.01 including a lunch

Visit: <https://www.eventbrite.com.au/e/marketing-lunch-brisbane-tickets-89767977437>

Title: How to Develop a Content Marketing Strategy - Online Course

Location: Brisbane, Queensland 4000

Date: February 27, 2020

Time: 3:00 pm (on various days)

Visit: <https://brisbane.eventful.com/events/develop-content-marketi-/E0-001-123778525-1@2020022715>

Title: Supply Chain on Blockchain Conference
Host: ConsenSys
Location: Fishburners Brisbane Coworking Space, Brisbane
Date: July 13, 2020
Time: 9:00 am – 5:30 pm
Visit: <https://10times.com/scobc>

Title: Practice risk management and quality control (how to manage your quality control and practice risks using CPA Australia's new online tools for APES 320 Quality Control for Firms and APES 325 Risk Management for Firms).
Host: Certified Public Accountant
Location: Webinar
Date: March 18, 2020
Time: 12:00 pm – 1:00 pm. **Fees:** Free

Diana School of Community Services

Title: What is child-focused supervision in adult-focused services and how does it work?
Topic: This webinar discusses child-focused supervision and initiatives to support child-focused practice in adult services.
Host: Pam Rycroft and Dan Moss
Location: Webinar
Date: February 26, 2020
Time: 13:00 – 14:00 (AEDT)
Visit: <https://aifs.gov.au/cfca/events/what-child-focused-supervision-adult-focused-services-and-how-does-it-work>

Title: ITAC 2020 Conference
Topic: *transforming independence through innovative technology* emphasises the importance of assistive technology, supporting service quality and independence.
Host: The Aged Care Industry Information Technology Council (ACIITC) supported by Leading Age Services Australia and Aged and Community Services Australia
Location: Royal International Convention Centre (ICC), Brisbane
Date: March 3rd & 4th, 2020
Visit: <http://www.itacconference.com.au/ehome/index.php?eventid=100189884&>

Title: Aged Care Summit Australia
Host: Akolade Pty. Ltd
Location: Sheraton on the Park, Sydney
Date: March 25-26, 2020
Time: 9:00 am – 6:00 pm
Visit: <https://www.xpobuzz.com/aged-care-summit-australia>

Title: 45th ECTA Early Childhood Conference 2020
Host: Early Childhood Teachers' Association
Location: Sheldon College, Taylor Road, Brisbane
Date: June 27, 2020
Time: 8:20 am – 4:30 pm
Visit: <https://ecta.org.au/event/2020-ecta-early-childhood-conference/>



Sheldon School of Hospitality

Title: Instagram for Tourism & Events - Brisbane (DR)
Host: Queensland Tourism Industry Council
Location: Brisbane
Date: February 27, 2020
Time: 9:30 am to 1:30 pm (AEST)
Fees: Free for Australian Tourism Data Warehouse (ATDW) ID holder
Visit: https://www.eventbrite.com.au/register?orderid=9cbcb1e443f411eabe840ef99f386dde&client_token=f24430c91ec84ee08b5de35139b0a4a9&eid=74910472239

Title: Destination 2020
Host: Expertise Events (Trade Show)
Location: The Cutaway at Barangaroo Reserve, Sydney
Date: March 14 - 15, 2020
Time: 10:00 am – 4:30 pm
Visit: <https://www.xpobuzz.com/destinations>