Information Booklet

Corporate Professional Development and Workplace Training

Table of Contents

MSA Training and Professional Development

MSA Training and Professional Development works in collaboration with industry and training specialists to develop programs that are flexible and relevant to industry needs. Our courses are delivered as either classroom-based training or real-time remote training via Zoom. They are taught in a supportive and engaging environment. Throughout your learning journey you will gain a variety of knowledge and skills and be given activities and assessments to complete within the classroom, at home or in your workplace.

The opportunity to study at MSA Training and Professional Development is open to everyone. We encourage people with a disability and people from diverse backgrounds to apply. This booklet will guide you through a range of information relevant to this particular qualification. It is designed to be read in conjunction with the Student Information Handbook so please ensure you read and understand all aspects of both documents prior to enrolling.

✉ **msa-monashtraining@monash.edu**

📞 **9905 3180**

🔍 **msatraining.edu.au**

Why choose MSA Training and Professional Development?

Continuous Improvement

At MSA Training and Professional Development, we pride ourselves on our dedication to providing high quality training to the public, Monash staff and students and to our private groups. We gain feedback from our students and trainers to ensure we are continuously improving our services and enhancing the learning process for our students.

Trainers and Assessors

Trainers and Assessors at MSA Training and Professional Development are carefully selected based on their qualifications, experience and knowledge, but also based on their individual teaching style and dedication towards their students. We have built an amazing team of Trainers and Assessors, and we are very fortunate to have them as part of MSA Training and Professional Development.

Administration

Our administrative staff are committed to working alongside our students to ensure they are confidently working through their assessments and getting all the support they need. As we are a smaller RTO, we have the opportunity to get to know our students and can provide individualised support. MSATPD is part of MSA – a non-profit organisation located at Monash University in Clayton, Victoria. Meaning our aim is to provide a high-quality service, not to make money. The course fees are implemented to cover costs and improve services.

Support

Support services are available at MSATPD, including one on one tutoring in English and Computer skills, discounted counselling, Disability support, useful study guides, along with a number of other services. The MSA culture focuses on inclusivity, supporting the LBGTQI+ Community, acknowledging the traditional land owners.

What do we have on offer?

- Certificate IV in Training and Assessment

- Diploma of Leadership and Management

- Certificate IV in Leadership and Management

- Certificate III in Business

- Certificate IV in Bookkeeping and Accounting

- Diploma of Early Childhood Education and Care

- TAE Skill sets

- Short Courses

- Units of Competency

TAE40122 Certificate IV in Training and Assessment

This qualification reflects the roles of individuals delivering training and assessing services in the Vocational Education and Training (VET) sector. Therefore, if you are looking to advance your skills and portfolio in your area of expertise, this is the course for you. It is intended for a variety of professionals in the Vocational Education and Training (VET) sector as well as workplace trainers and assessors who: Train individuals and groups, Assess the competency of learners, Develop training programs to meet the needs of learners, Contextualise learning and assessment materials, Conduct assessment validation

Duration: 1 class a week for 25 weeks

BSB50420 Diploma of Leadership and Management

This is a highly sought after qualification designed to develop your leadership skills to management level. This course will assist you to develop initiative and judgement in planning, organising, and monitoring employee's workloads as well as your own. You will learn to communicate and support individuals and teams to meet organisational or enterprise requirements and strategies. Learn to identify, analyse and synthesise from a variety of sources and transfer their knowledge to others.

Duration: 1 class a month for 13 months

BSB40520 Certificate IV in Leadership and Management

This qualification for individuals working as developing and emerging leaders and managers. This course will teach you how to take on responsibility as an individual as well as provide leadership and guidance to support others. Learn how to apply solutions to a defined range of problems and analyse and evaluate information from a variety of sources while monitoring the output of their team.

Duration: 1 class a month for 12 months

BSB30120 Certificate III in Business

This qualification reflects the role of individuals in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance. Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Duration: This Qualification is being delivered as a Workplace-based traineeship for roughly 13 months.

FNS40222 Certificate IV in Accounting and Bookkeeping

The FNS40222 Certificate IV in Accounting and Bookkeeping reflects the job roles of workers in the accounting industry. This includes BAS Agents and contract bookkeepers; and employees performing bookkeeping tasks for organisations in a range of industries.

Duration: 1 class a week for 28 weeks

CHC50121 Diploma of Early Childhood Education and Care

This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. Educators at this level are responsible for designing and implementing curriculum that meets the requirements of an approved learning framework and for maintaining compliance in other areas of service operations. They use specialised knowledge and analyse and apply theoretical concepts to diverse work situations. They may have responsibility for supervision of volunteers or other educators.

Duration: 1 class a week for approximately 12 months

TAE Skill Sets

TAE Skill sets are smaller courses made up of units of competency from the TAE training package. They are shorter, more concise training programs that focus on specific areas and allow successful graduates to work in particular areas. There are many areas in the VET sector that don't require the full completion of the TAE40122. This is therefore a more time efficient option that allows students to receive outcome specific training without having to endeavour in the full qualification.

TAESS00028
Work Skill
Instructor
Skill Set

TAESS00021
Facilitation
Skill Set

TAESS00019
Assessor
Skill Set

TAESS00024
VET Delivered
to School
Students
Teacher
Enhancement
Skill Set

TAESS00028 Work Skill Instructor Skill Set

This skill set provides the necessary skills and knowledge for those who facilitate and conduct work-skill instruction whilst delivering nationally recognised training under supervision in the vocational education and training (VET) sector.

- TAEDEL311 Provide work skill instruction
- TAEPDD401 Work effectively in the VET sector

TAESS00021 Facilitation Skill Set

This skill set provides the necessary skills and knowledge for people facilitating training under supervision in the vocational education and training (VET) sector, who deliver via a face-to-face and in-person delivery model.

- TAEDEL411 Facilitate vocational training
- TAEDES412 Design and develop plans for vocational training

TAE Skill Sets

TAESS00019 Assessor Skill Set

This skill set provides the necessary skills and knowledge for people to conduct assessment and operate without supervision in the vocational education and training (VET) sector, in accordance with the Standards for RTOs.

- TAEASS412 Assess competence
- TAEASS413 Participate in assessment validation
- TAEDES411 Use nationally recognised training products to meet vocational training needs

TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set

This is a newly created skill set that is for individuals who are existing secondary school teachers who hold a Bachelor of Education degree or higher, who require VET- specific knowledge and skills.
We believe this is invaluable professional development for teaching staff to be able to teach VET units for students undertaking additional units as part of their VCE or alternative pathways.

- TAEASS412 Assess competence
- TAEASS413 Participate in assessment validation
- TAEDES411 Use nationally recognised training products to meet vocational training needs
- TAEDES412 Design and develop plans for vocational training
- TAEPDD401 Work effectively in the VET sector

If there are any additional skill sets not listed here that you are interested in having delivered, please contact us.

Short Courses Available

Auslan

Auslan (Australian Sign Language) is the native language of many Deaf people and the primary language of many others who have learned it later in life. The workshop explores the following topics: The Deaf world vs the hearing world, the Deaf culture, greetings, introducing oneself, numbers, finger spelling and exchanging personal information.

HLTAID011 Provide First Aid

The ability to perform first aid is an essential life skill that can sometimes mean the difference between life and death. This course will provide the incredibly valuable skills and knowledge required to provide a first aid response to a casualty, in line with first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies. First Aid Level 2 (HLTAID011 Provide First Aid) training is appropriate for all individuals who may need to provide a first aid response in various community and workplace settings.

SITXFSA005 Use hygienic practices for food safety

This course is suitable for all food handlers in the hospitality industry. Preparing and handling food hygienically is essential for ensuring food is safe to eat. An understanding of hygienic practices ensures both personal and food hygiene is observed in food handling. These practices prevent food poisoning from occurring and are essential for any role working with or near food.

Units of Competency

1. BDBLDR522 Manage people performance

During this unit, you will learn how to develop work plans and allocate work according to organisational requirements and operational plans as well as monitor and evaluate performance according to performance standards and key performance indicators. You will gain valuable knowledge in conducting formal structured feedback sessions as necessary along with monitoring underperforming individuals according to organisational policies.

2. BSBCMM511 Communicate with influence

This unit will give you the knowledge to communicate with stakeholders, and establish areas of common ground and potential compromise. It will also enable you to determine tone, structure, style of communication and presentation according to target audience.

3. BSBPEF501 Manage personal and professional development

During this unit, you will learn how to support others to develop work goals, plans and activities that align with their responsibilities as well as participate in personal and professional development activities that address identified needs, priorities and plans. You will gain valuable knowledge in identifying and implementing techniques to manage team health and wellbeing in the workplace along with documenting your own development needs, prioritise and plan using applicable competency standards.

4. BSBPEF502 Develop and use emotional intelligence

This unit will give you the knowledge to assess emotional strengths and weaknesses, analyse potential workplace stressors as well as giving you the skills and techniques to show consideration of emotions, provide opportunities in the workplace for others to express their thoughts and feelings, as well as implementing strategies for others to understand how their emotions and behaviours affect others in the workplace.

Units of Competency

5. BSBTWK502 Manage team effectiveness

During this unit, you will learn how to develop performance plans with expected outcomes, key performance indicators (KPIs) and goals for teams as well as how to provide feedback to team members on team effort and contributions. You will gain valuable knowledge in encouraging team members to participate in and to take responsibility for team activities along with how to communicate and follow-up unresolved issues, concerns and problems raised by team members.

6. BSBTWK501 Lead diversity and inclusion

This unit will teach students how to identify, analyse and evaluate complex texts to determine particular diversity requirements. You will participate in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding. Students will select, implement and seek to improve protocols governing communications to clients and co-workers in a range of work contexts.

Where is the training delivered?

Online via Zoom

Monash Uni Clayton Campus

Your workplace for groups of 10+

We are proud to offer our training at your location of choice. Our trainers are able to travel to deliver programs at the workplace and/or training facility. We can also deliver sessions online via Zoom.

We value cultivating a safe and healthy learning environment that is suitable for everyone, and this includes flexible working arrangements.

If you do not have adequate space available for training and would prefer to attend your course on campus we can also arrange for this. We have a number of facilities at the Monash University Clayton campus to meet the needs of your training group.

Reasons to undertake group training:

Providing professional development and training for employees is critical to organisational success and team cohesiveness. Participating in high quality training that aligns with your company values and strategies can result in the following outcomes:

- Increased employee satisfaction
- Improved employee retention
- Development of employees skills and knowledge
- Increased staff confidence and competence
- Greater company culture
- Cultivated employee relationships
- Enhanced staff problem-solving and decision-making skills

Incentives Available:

Some courses may be available as a Workplace Based Traineeship. This means, as an employer, your organisation may be entitled to financial incentives.

As an employer of an Australian Apprentice, you may be eligible for financial assistance from the Australian Government to help with hiring, training and retaining an apprentice. The objective of the Australian Apprenticeships Incentives Program is to contribute a highly skilled and relevant Australian workforce that supports economic sustainability and competitiveness.

Priority Wage Subsidy:
- The Priority Wage Subsidy provides up to 3 years of assistance to employers. This is a wage subsidy for employers of Australian Apprentices training towards an occupation listed on the Australian Apprenticeships Priority List at a Certificate level III or above. You may be eligible to receive:
  - 10% of your apprentice wages paid to you for the first 24 months (up to $1500 per quarter)
  - 5% of your apprentice wages paid to you for the third 12-month period (up to $750 per quarter)

Hiring Incentive:
If you are not eligible for the Priority Wage Subsidy, you may be eligible to receive the Hiring Incentive.
- A one-off payment made after 6 and 12 months of employing an apprentice.
  - $1750 for full time apprentices
  - $875 for part time apprentices

Disability Australian Apprentice Wage Support (DAAWS):
- DAAWS is a weekly payment to employers who employ apprentices with disability.
- You can receive $104.30 each week for:
  - 12 months if the individual has a long term or permanent disability
  - The length of the temporary disability

Timetable

Course timetables are entirely customisable for the group of students undertaking our training. We will collaborate with you to design a training program that aligns with your preferred day, time, and duration.

We have successfully trained staff in a variety of industries and sectors, this includes:

- ✓ **Airports and Air Traffic Controllers**
- ✓ **Banks and financial institutions**
- ✓ **Casino/Gaming Facilities**
- ✓ **City Councils**
- ✓ **Correctional Centres**
- ✓ **Early Childhood Education and Care centres**
- ✓ **Emergency Services – Paramedics and call Centres**
- ✓ **Home Builders**
- ✓ **Secondary Colleges – Staff and Students**
- ✓ **Transport Companies**
- ✓ **Waste Management organisations**
- ✓ **Disability support services**

Recognition of Prior Learning (RPL)

RPL is an assessment process that can give you an opportunity to gain formal recognition—i.e. a qualification or statement of attainment— for knowledge and skills you have attained through informal learning, work and life experiences. If you think you may be able to gain RPL for any of the units for your qualification of choice, please speak to us to request an RPL Information Handout. Note that RPL is a rigorous, evidence-based form of assessment so you will need to be able to supply evidence for any units for which you are applying for RPL.

Credit Transfers (CT)

Credit Transfer is a process used to recognise qualifications and Statements of Attainment issued by another RTO or TAFE. If you have successfully completed any of the units in the course in which you are enrolling, or their equivalent, you may be eligible for credit transfer. Where credit transfer is granted you will be considered to have already successfully completed the unit(s), and will not have to participate in training or assessment activities for that unit(s).

In determining where credit transfer may be granted, MSA Training and Professional Development must be confident of the currency of the applicant's knowledge. In fields where practice/technology is changing rapidly, credit transfer may not be granted where knowledge of unit(s) has dated. MSA Training and Professional Development will recognise AQF qualifications and Statements of Attainment issued by any RTO.

Fees

Our fees vary across all courses, please contact us to receive a quote.

Skills First funding is available for some of our qualifications for Australian/New Zealand citizens or permanent residents living in Victoria and who:

- **Have not already commenced two Skills First subsidised qualifications this year; AND**
- **Are not already studying two other Skills First subsidised qualifications at the same time**
- **Are aged 17 years or older**

Contact us to discuss your eligibility or more information can be found here: https://www.skills.vic.gov.au/s/how-to-check-your-eligibility

Unique Student Identifier

A USI is your individual education number for life. It also gives you an online record of your vocational education and training (VET) undertaken in Australia. You will to create your USI before you train with us and provide it to us on enrolment. Store this number somewhere safe and each time you do training with us or another organisation that offers nationally accredited training you will need to supply this USI each time you register.

If you do wish to enrol with us you can find more information and create a USI at the following website. www.usi.gov.au

How to Enrol

All enrolments are to be done online.

- **Make sure you have read and understood all the information in the student handbook and in this course information booklet and ensure you meet the pre-requisites or other conditions of enrolment (Student Handbook is located on our website)**
- **Create a USI (Unique Student Identifier) through www.usi.gov.au**
- **Complete an enrolment form via our website**
- **Once the enrolment form has been completed, you will be sent an email to create an account on our student portal to complete a language, literacy and numeracy assesment, pre-training review and Skills First Declaration form**
- **Send through your Medicare card, Australian/NZ birth certificate; or formal documentation confirming permanent residence.**
- **If you are applying for a Concession rate; submit any relevant concession cards such as healthcare cards or pension cards.**
- **Once received, our team will be in touch to discuss your application and finalise your enrolment.**

Notable programs and departments within MSA:

→ **Period positivity –** providing free feminine hygiene products

→ **MSA's Indigenous department** – providing support to all Aboriginals and Torres Strait Islanders throughout their studies.

→ **MSA Women's department** - creating a safe campus where you feel a sense of belonging.

→ **MSA Disabilities and Carers Department** – advocating for the needs of students with disabilities and student carers at Monash Clayton

→ **MSA Queer department** – Supporting all queer identifying and questioning individuals at Monash

→ **Gender Affirmation at MSA** - In 2022, MSA introduced Establishing Gender Affirmation leave where specific leave options are available for any MSA staff considering gender transition.

→ **MSATPD Mental Health Resources** – Free resources to assist anyone struggling with mental health conditions.
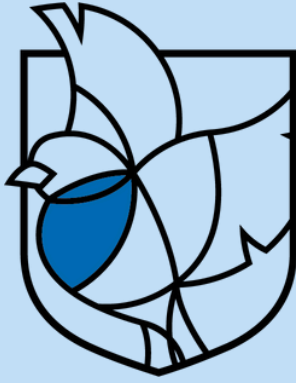
MONASH STUDENT ASSOCIATION
Training and Professional Development

RTO Number: 21526

Find us online at:

msatraining.edu.au

f   **@msa.tpd**

◉   **@msa.tpd**

in   **@msatpd**