

**VET** Professional Development

**VITAL**

**CLINIC**  
for VET Practitioners

# VITAL VET CLINIC

Clinics operate from  
**February to April 2011**  
Adelaide · Brisbane · Canberra  
Melbourne · Perth · Sydney

**VELG TRAINING  
IS EXTREMELY  
EXCITED TO  
INTRODUCE A  
NEW PROGRAM  
TO THE MARKET  
IN 2011 - THE  
VITAL VET  
CLINIC.**

The clinics are a new professional development opportunity for RTO managers to attend.

Our clinics provide VET professionals with a comprehensive check against the requirements of the Australian Quality Training Framework (AQTF), Essential Conditions and Standards for Initial/Continuing Registration.

This preventative style of VET care is ideal for busy professionals, helping you detect potential problems and providing you with proposed treatments from leaders in the VET industry.

## OUR COMPREHENSIVE 'HEALTH CHECK' COVERS:

- Two full days of dynamic workshops (2 x "Health Checks" per day, 4 topics covered in total)
- We know it can be a struggle having two days away from the office, so we've made it easy and separated the training days by a month. That way you can get the care you need with minimal disruption

- All sessions are delivered by qualified VET health specialists in the areas of AQTF compliance and auditing
- A 'Clean Health Prescription' (statement of attendance)
- Resource folder (includes hard and electronic copies of a PowerPoint, activities & templates)

- Each day commences at 8:30am for registration, followed by two 3 hour clinic sessions, which include morning tea, lunch and afternoon tea. Your 'Health Check' finishes each day at 3:45pm

**MEMBERS PRICE**  
4 x 'health checks' across two days  
**= \$495** (inc GST)

**NON-MEMBERS PRICE**  
4 x 'health checks' across two days  
**= \$595** (inc GST)

**Don't wait until the New Year to book your 'Health Check.' BOOK NOW at your nearest Vital VET Clinic.**

**HEALTH CHECK SPECIALISTS**  
Check out [velgtraining.com](http://velgtraining.com) to learn about the professionals who will be conducting the clinics

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CEOs, RTO Owners,  
Directors, Compliance  
Officers and AQTF  
Consultants

RTO  
MANAGER'S  
CLINICS

x4 CLINICS  
OVER 2 DAYS

VIRTUAL

## The science of compliance

### prevention is better than a cure

With the increased emphasis of the AQTF on governance and ensuring compliance, this clinic explores the variety of compliance issues that registered training organisations (RTOs) need to know.

#### IN THIS CLINIC WE WILL:

- Explore a wide range of compliance issues
- Provide principles and guidelines on how to identify and interpret a range of external/internal compliance requirements
- Learn methods for evaluating an organisation's compliance management system

BY ANDREW SCHOFIELD

CLINIC 1

## Adopting a quality process approach for RTOs

### quality processes = quality care

To function effectively, a healthy RTO needs to determine and manage numerous linked activities and their associated resources.

#### IN THIS CLINIC WE WILL:

- Develop, implement and improve management systems
- Use the AQTF as a best practice model
- Enhance your ability to meet client requirements
- Discover ways of streamlining key RTO processes

BY ROBERT CROWE

CLINIC 2



# RTO MANAGER'S CLINICS x4 OVER 2 DAYS

## External auditing for managers

### ailments & remedies

It makes no difference to the non-compliance bug whether you are the manager or the trainer and assessor, you are open to infection.

#### IN THIS CLINIC WE WILL:

- Discuss non-compliances commonly identified at audits
- Develop strategies to combat the spread of infection
- Prepare remedies for your organisation to prevent non-compliances

BY ED SPINK

## CLINIC 3

## Using complementary care

### keep the team in peak condition

Swallowing the task pills associated with running an RTO needs to be complemented with a good dose of interpersonal skills to create a balanced work environment.

#### IN THIS CLINIC WE WILL:

- Develop a functional leadership style
- Establish an environment based on effective communication that encourages problem solving and innovation
- Determine and respond to the motivational needs of staff
- Foster continuous improvement techniques and processes

BY JOHN PRICE

## CLINIC 4

CITY	VENUE	DAY ONE	DAY TWO
Adelaide	Mercure Grosvenor Hotel, 125 North Terrace	17 March 2011	4 April 2011
Brisbane	Mercure Brisbane, North Quay	14 February 2011	21 March 2011
Canberra	Novotel Canberra, 65 Northbourne Avenue	23 February 2011	23 March 2011
Melbourne	The Swanston Hotel, 265 Little Bourke Street	21 February 2011	29 March 2011
Sydney	Mercure Sydney, 818-820 George Street	17 February 2011	15 March 2011
Perth	Mercure Perth, 10 Irwin Street	23 February 2011	23 March 2011