 **Professional Development Workshop**

**for Schools being auspiced in 2017**

IMVC requires schools wishing to be auspiced in 2017 to attend a compulsory information session. Agenda items include:

* Updates to Training Packages
* Partnership Agreement
* Enrolment Protocols and Student Numbers
* Trainer Requirements
* Assessment Checklist and Timeline
* IMVC Fees
* IMVC Support and Other Programs

**Date:** Friday, 14 October 2016

**Time:** 10.00am – 1.00pm followed by lunch and networking

**Venue:** IMVC, Level 1 Palmerston Crescent, South Melbourne

**Parking:** Refer to attached maps – car park at Officeworks or Secure Parking

**RSVP:** Please RSVP by Thursday 15 September, 2016 to [rtooperations@imvc.com.au](mailto:rtooperations@imvc.com.au)

For further enquiries contact Louise Barrett on 9686 2354 or Email: [rtooperations@imvc.com.au](mailto:rtooperations@imvc.com.au)

 

**2017 Trainer Induction Meeting**

for schools being auspiced in 2017

**Date of Meeting:** Friday, 9 December 2017

**Time:** 10.00am – 1.00pm followed by lunch and networking

**Location:** IMVC, Level 1, Palmerston Crescent, South Melbourne

**Parking:** Refer to attached maps – car park at Officeworks or Secure Parking

**RSVP:** By Friday, 25 November, 2016 to [rtooperations@imvc.com.au](mailto:rtooperations@imvc.com.au)

**AGENDA**

1. **Welcome and Introductions**
2. **About IMVC**
3. **Changes to Training Package**
4. **RTO Partnership Agreements - Overview**
5. **Trainer Requirements**

* Qualifications -TAE40110 Certificate IV in Training and Assessment;
* Vocational qualifications;
* A trainer matrix;
* A current signed curriculum vitae;
* A Professional Development Log.

1. **Student Enrolment Packs**

* Enrolment Protocols, USI and VSN
* Student Handbook
* LLN

1. **Trainer and Learner Resources**

* Course Outline, Session Plans and Assessments

1. **Assessments - What a Trainer needs to submit to IMVC**

* Checklist and Timeline

1. **Workplacement Requirements**
2. **Validation Meetings**
3. **IMVC Support**
4. **Other**