

KAL

Multimedia Training



Diploma of Training & Assessment (E- Learning Stream)

For course enquiries contact our Brunswick office:

Email: training@kalmultimedia.com.au

Phone: (03)9380-5593

FAX: (03)9380-2111

2B Staley St, Brunswick 3056

www.kalmultimedia.com.au

KAL Multimedia Training

MISSION STATEMENT

“To provide Quality Education to Students in Small Groups”

COURSE INFORMATION FOR STUDENTS

KAL Multimedia Training has a reputation for delivering quality educational programs and services to a diverse range of clients. Our organisation caters for the one-to-one and small group training situations, thus allowing more in-depth knowledge to be passed on to students in a range of areas such as multimedia, community services, training and assessment, business, information technology and work based training.

KAL Multimedia Training teaching staff have recognised expertise in their fields, both in industry experience and training. They are skilled in Competency Based Training techniques, with empathy and understanding of the needs of people from many diverse and disadvantaged backgrounds, as well as for a variety of corporate industries' needs, and consequently are able to pass on their wealth of knowledge to the students.

KAL Multimedia Training staff embrace the principle of continuous improvement in all aspects of the organisation's work. Furthermore, they place emphasis on involvement from industry and community stakeholders in the development of course delivery and assessment strategies that meet the needs of learners. These include quality training facilities and up-to-date equipment used in presenting its courses, with the addition of flexible on-line learning as well as classroom and workplace delivery.

This company is particularly committed to the delivery of training to educationally and socially disadvantaged persons. This company is also committed to expanding into the creative cultural industry and has opened an extra arm in mid 2008, “Broken Mirror Productions” with the aim to support and achieve this goal. It also believes that this delivery should be commercially viable, so that it can allow for the growth of online flexible learning in order to reach a greater and more versatile community. More students can participate in its innovative programs, with emphasis on social inclusion and skilling the labour forces.

EDUCATIONAL STANDARDS



In accordance with the stringent requirements of Skills Victoria, KAL Multimedia Training maintains policies and management practices, which will ensure a high level of professional standards in the marketing and delivery of training services, and will always safeguard the interests and welfare of its clients.

As a member of ACPET (Australian Council of Private Education & Training), KAL Multimedia Training abides by the Code of Ethics, as set out by the organisation.

KAL Multimedia Training takes pride in its record of achievement and is committed to maintaining the highest professional standards of its trainers, and the quality of the training facilities and up to date equipment used in presenting its courses.

AQTF COMPLIANCY

KAL Multimedia Training have pride in their high level of compliancy within the Private and Public VET sector.



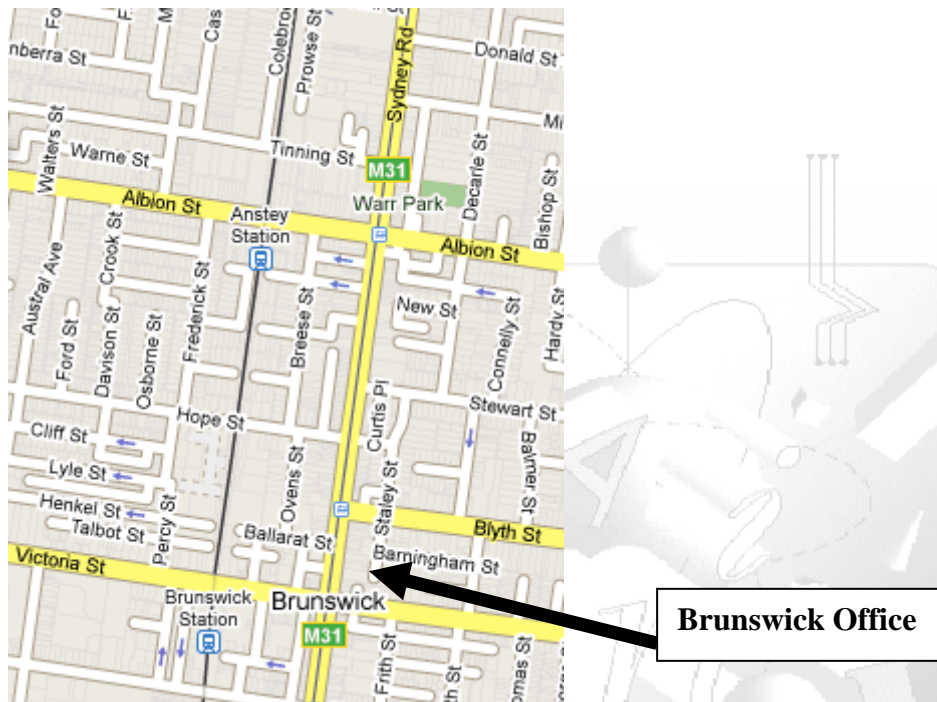
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KAL MULTIMEDIA TRAINING CENTRE LOCATIONS

Brunswick Office:

2B Staley Street, Brunswick, 3056.

(Parking is available along Staley Street and Blyth Street)



PLEASE NOTE THE FOLLOWING OPENING HOURS FOR STUDENT ENROLMENTS:

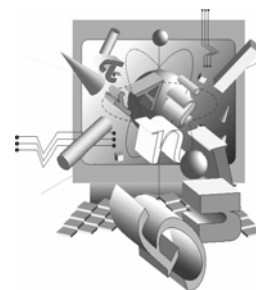
9:30am to 4:30pm, Monday to Thursday (Friday by appointment only)

FACILITIES

The training centre has been set up to cater for classes of small groups, 8-15 people, with the following facilities available:

- Up to date high performance desktops computers with 22" monitors
- High performance laptops
- Multimedia /screen production labs
- Sound and narration recording facilities
- Digital cameras, DV video cameras, HD Cameras, scanners and printers
- Disabled chair lift access
- Disabled toilet facilities
- Ergonomic chairs & furnishings
- Student Lounge – with tea/coffee and kitchen facilities
- Conference facilities
- Multiple training rooms

KAL Multimedia Training



TAA50104 Diploma of Training and Assessment (E-Learning Stream)

The course is delivered via a mixture of online learning, flexible workplace delivery and face to face tutorial / workshop sessions. RPL with gap training can be completed online with the choice of available workshops

Entrants to the Diploma must have the core units of the TAA40104 Certificate IV in Training and Assessment or **be able to demonstrate equivalent competence** through an RPL process.

Qualification Requirements: 12 units packaged as: **(5) core units PLUS (7) elective units**

Core units

Field	Unit code	BSZ mapping	Unit Title
Learning Environment	TAAENV501B	No equivalent or partially equivalent unit in BSZ98	Maintain and enhance professional practice
Learning Design	TAADES501B	BSZ508A Design training courses is equivalent	Design and develop learning strategies
Delivery and Facilitation	TAADEL503B	No equivalent or partially equivalent unit in BSZ98	Provide advanced facilitation to support learning
Assessment	TAAASS501B	No equivalent or partially equivalent unit in BSZ98	Lead and coordinate assessment systems and services
Coordination, Management and Quality of Training and/or Assessment Services	TAACMQ503B	BSZ505A Evaluate the training and assessment system is equivalent	Lead and conduct training and/or assessment evaluations

Elective units: Select 7 electives.

A minimum of 5 units must be TAA coded units packaged within the Diploma listed below.

Up to 2 of the 7 elective units may be selected from the identified imported units listed below or from any other Diploma qualification.

1 of the 2 elective units may be selected from TAA40104 Certificate IV in Training and Assessment electives or from any other relevant Certificate IV.

Field	Unit code	Mapping to BSZ	Unit Title
	TAADES502B	No equivalent or partially equivalent unit in BSZ98	Design and develop learning resources
	TAACMQ501B	BSZ502A, BSZ503A and BSZ504A together provide equivalence	Develop training and/or assessment organisational policies & procedures
	TAATAS501B	No equivalent or partially equivalent unit in BSZ98	Undertake organisational training needs analysis
	TAATAS502B	No equivalent or partially equivalent unit in BSZ98	Prepare a tender bid

TAA50104 Diploma of Training & Assessment

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Registered Provider of
Vocational Education

20815



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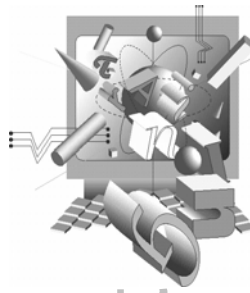
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	TAADES503B	No equivalent or partially equivalent unit in BSZ98	Research and design e-learning resources
	TAADES504B	No equivalent or partially equivalent unit in BSZ98	Develop and evaluate e-learning resources
	TAADEL501B	No equivalent or partially equivalent unit in BSZ98	Facilitate e-learning

TAA50104 Diploma of Training & Assessment

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KAL MULTIMEDIA TRAINING

2011 Course Fees and Charges

IMPORTANT INFORMATION FOR STUDENTS:

Enrolment fee:

These fees are charged annually and are as follows:

- **Certificate IV and under - \$295 enrolment fee**
- **Diploma and above - \$450 amenities fee.**

Student must also pay course fees. These course fees are calculated per nominal hour.

Three options for course fees are available.

- **VET FEE HELP government loan scheme to cover either FEE FOR SERVICE course fee's or the students portion of the skills Victoria subsidised place. (Student portion is deferred to loan)**
- **FEE FOR SERVICE (Full course fees)**
- **The Victorian Training Guarantee subsidies course fee's (Student portion is subsidised)**

VET FEE-HELP



Not all students will be eligible for this loan scheme.

VET FEE-HELP is a student loan scheme available for students undertaking a Diploma level or above course. It is an income-contingent interest free loan scheme offered by the Australian Government to defer paying any tuition fees until your income exceeds a specified amount.

To be eligible for VET FEE-HELP, you must be :

- An Australian citizen or
- The holder of a permanent humanitarian visa who will be a resident in Australia for the duration of the course.
- Enrolled on or before the census date and remain enrolled at the end of the census date
- Meet the tax file number requirements
- Undertaking study as a full fee paying student or undertaking study as an eligible subsidized student in Victoria
- Have completed, signed and submitted a valid Request for VET FEE-HELP assistance form on or before the census date for the VET course of study of which the unit forms a part and
- Not have exceeded the FEE-HELP limit.

For more information on VET FEE-HELP please ask for an information sheet or call the VET FEE-HELP enquiry line on 13 38 73.

FEE FOR SERVICE students

If you are not eligible for Government subsidised funding, you can still undertake a course, but would have to pay on a fee for service basis. The fees would be \$10.50 per nominal hour for all courses

NB: Fee for Service students can apply for VET FEE-HELP if they are enrolling into a Diploma level course or above.



KAL MULTIMEDIA TRAINING

The Victorian Training Guarantee:

Not all students will be eligible for this funding.

“Courses delivered under Victorian and Commonwealth government funding”

The Victorian Training Guarantee is funded by Skills Victoria and is making vocational education and training more accessible to people who do not hold a post-school qualification, or who want to achieve a higher level qualification than they hold now. To be eligible for the subsidy, you need to meet the following criteria:

Must meet one of the following citizen/residency status:

- Australian citizen
- Australian Permanent resident (holder of a permanent visa)
- Holder of a Special category Visa (sub-class 444, New Zealand citizen)
- East Timorese asylum seeker, or
- Holder of a Temporary Protection Visa.

And are any of the following:

- a young person under 20 years; or
- an applicant seeking a higher qualification than the highest qualification already held.

The following table shows the tuition fees applicable for Skills Victoria subsidised places:

LEVEL NAME	PROGRAM LEVEL	FEES
Skills Creation	Certificate I	\$1.50 per nominal hour
	Certificate II	Minimum Fee \$105 Maximum Fee \$875
Traineeships	Various	\$1.40 per nominal hour Minimum Fee \$187.50 Maximum Fee \$1250
Skills Building	Certificate III	\$1.50 per nominal hour
	Certificate IV	Minimum Fee \$187.50 Maximum Fee \$1250
Skills Deepening	Diploma	\$3.50 per nominal hour
	Advanced Diploma	Minimum Fee \$375*
	Vocational Graduate Diploma	Maximum Fee \$2000

Certificate II-IV courses may have extra General Course material fees such as text books, first aid, food handling, final assessment fee, depending on your selected course..

*Minimum fee and not a concession fee for Skills Deepening courses

Concessions

Students can apply for concessions where they can prove that they are:

- receiving government benefits, pensions or allowances
- the dependant spouse of a person who is receiving government benefits, pensions or allowances
- the dependent child of parents who are receiving government benefits, pensions or allowances.

The person in receipt of the government benefit must hold one of the following cards:

- Commonwealth Health Care Card
- Pensioner Card
- Veteran's Gold Card

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ENROLMENT PROCEDURE

All students are required to complete the following prior to enrolment:

- Complete a current year enrolment form
- Complete all VET Fee-Help paperwork (if applicable)
- Participate in generic skills testing to enable us to assess any assistance you may require for your training. This could include:
 - LL&N Testing: This will gauge if you require any assistance
 - Computer Skills: To enable you to complete flexible learning requirements for your course and to communicate with other students as well as your trainer
 - Learning style testing: With this we gauge the best method for you to study and present your assignments
 - Training Need Analysis & RPL or RCC Interview
 - Training Plan or Course Discussion
- Pay your course fees – Amenities, Tuition and General Materials

At this point, you will be issued with:

- Your student number and password
- Your student card
- Your WebCT ID & Password
- Your Training Plan
- Your General Course Information for Students Guide
- Your first assignment task and course pre-reading
- Course timetable of tutorial sessions