

Graduate Certificate in Training and Development (GradCertT&D)

The Graduate Certificate in Training and Development is designed for managers who are keen to increase learning and development opportunities for staff. The course aims to develop participants' capacity to design and implement strategic, innovative and cost-effective learning and development solutions that are responsive to organisational and personnel needs and goals. Participants will be encouraged to apply course concepts and principles to address priority quality issues in their work settings.

The course may be completed in a minimum of one year part-time study and a maximum of three years part-time study.

Students who complete the Graduate Certificate in Training and Development can apply and enter the Graduate Diploma in Training and Development.

This is a fee-paying only course.

Course objectives

On completion of the Graduate Certificate in Training and Development graduates should be able to:

- demonstrate appropriate professional qualities including self-management, leadership and organisational skills;
- apply and adapt key concepts and theories of education to the changing contexts of workplace learning;
- engage in ongoing critical reflection as a means of continuing their professional development;
- develop and maintain professional relationships and collaborative work practices;
- evaluate the contexts of workplace learning using a range of theoretical perspectives; and
- analyse the interplay between group, individual and organisational needs and how these can be addressed through training and development.

Entry requirements

Applicants must have completed an approved three-year degree or approved equivalent and have access to an education and training role which allows the professional practice component of the course to be met.

Course structure

To qualify for the Graduate Certificate in Training and Development students must complete the four compulsory subjects outlined below.

Course outline	Points
Semester 1	
468-109 Foundations of Adult Learning (<i>p.1</i>)	12.5
468-121 Facilitating Learning and Development (<i>p.2</i>)	12.5
Semester 2	
468-110 Advanced Learning Theory (<i>p.1</i>)	12.5
468-122 Instructional Design and Evaluation (<i>p.2</i>)	12.5
Total	50

Contact hours

The contact hours listed in the subject descriptions are expressed in terms of the total contact or equivalent for that subject. Subjects are offered over six half-days on weekends via a combination of lectures, tutorials, workshops and seminars.

Credit

Applicants who have completed a minimum of Certificate IV in Assessment and Workplace Training or Certificate of Workplace Training Category 1 through CHRDT Training Services and Development or a TAFE institution or private provider may, on application, be eligible for credit for 468-121 Facilitating Learning and Development (*p.2*)

Applicants who have completed the Diploma in Training and Assessment Systems may apply for additional credit, which would be decided on a case-by-case basis.

Please note that the maximum credit granted would be 25 points.

Workplace learning agreement

The subjects 468-121 Facilitating Learning and Development (*p.2*) and 468-122 Instructional Design and Evaluation (*p.2*) include a special requirement statement which advises students of the need to have access to an approved

role in education and training to enable them to undertake workplace assessment as required. The access to an approved role in education and training is normally guaranteed by the employer in writing as a condition of entry to the course. Should access to this role become unavailable or restricted during the course, the student will be responsible for finding an alternative placement as approved by the Faculty. Failing this, in extenuating circumstances, the Faculty may approve a period of leave of absence for a reasonable period of time in which employment or an education or training role may be sought by the student. Students in the above-named subjects may be required to collaborate with workplace mentors, supervisors or colleagues, as well as lecturers and fellow students to undertake tasks in their workplace. It is expected that time of at least equivalent to subject contact hours will be spent in the workplace training role.

Subject descriptions

Compulsory subjects

468-109 Foundations of Adult Learning

See full subject details on page 1.

468-110 Advanced Learning Theory

See full subject details on page 1.

468-121 Facilitating Learning and Development

See full subject details on page 2.

468-122 Instructional Design and Evaluation

See full subject details on page 2.

