



Member Services

2017/18



Welcome to AEN

The Victorian Group Training network supports over 7,500 apprentices and trainees and 10,000 host employers across Victoria.

As part of the AEN network we provide a range support services within the Vocational Education Training (VET) and employment sectors.

About us

AEN is a not for profit industry association committed to supporting members, the wider community and Government.

“To support the vocational training and employment network to achieve skilled and sustainable employment for the community”

Our members are the reason we exist and will remain our priority. We work together, sharing information and expertise to bring clarity to problems and provide solutions. We advocate our members’ interests and provide a voice to government and in doing so benefit our community.

This booklet explains the benefits that are now available to you in 2017-18. Please take the time to read this information so that you are fully aware of services available to your staff and company.

AEN look forward to helping you and your company make the most of your membership. For further information, please contact the AEN Office on 03 9639 3955 or visit our websites:

www.aen.org.au

www.safetyfirst.org.au

www.needanapprentices.com.au

www.gttraining.com.au

www.readysetwork.com.au

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All information and services contained in this booklet are current as at 5 April 2017.

Communication to Members

AEN is an industry resource where its members can access information and provide input to communicate as one body with Government and other stakeholders.

AEN Friday File - Weekly e-newsletter

The Friday File is AEN's weekly newsletter. Ensure you subscribe to keep informed on current news and events.



Members are encouraged to interact with us on **Facebook & Twitter** and contribute good news stories and important events for promotion to the wider community.

#appemploy

AEN Websites

www.aen.org.au

Keep an eye on our website as we keep developing more member only features and improving the Find a GTO system - your first stop for all of our news and events. Log in to the member's section to access 100's of policies and best practice standards and benchmarking data.

www.needanapprentice.com.au

This job board site gives you the opportunity to connect with out-of-trade apprentices, trainees and potential new candidates. Post your jobs, and search through submitted resume's (all postings stay valid for 60 days).

www.gttraining.com.au

Find out about the world of e-learning the easy way, with information about the AEN learning platform and how you can get your own learning management system.

www.safetyfirst.org.au

Think SafetyFirst for all things OHS / WHS related. Providing updates on legislation, policy & procedure templates, industry benchmarking, induction training and much more.

www.readysetwork.com.au

Your one stop shop for everything about apprenticeships. Designed to explain the Group Training system in a simple, easy to understand way, with interactive activities for students, parents and schools (still in development).

Network Meetings & Conferences

Conferences

- GTO State Conference - mid year
- Field Officers Conference
- GTO End of year Conference, AGM & Awards Dinner

Network Meetings

Network meetings occur throughout the year, with invited guest speakers from industry and government, with the aim to ensure members are kept up to date with changes in regulations and to develop best practice standards.

- Group Training Managers / CEO
- Field Officers
- RTO & eLearning Managers
- OH&S / WHS
- School Based Learning
- Financial Controllers/Human Resources/Industrial Relations
- GTO Standards and Quality Assurance

Members are encouraged to participate and drive the agenda of network meetings.

Governance and Legislative Updates

AEN provide the following services:

- Industry based statistical and research information
- Online resource library (GTO Standards, Best Practice & Government links)
- Dissemination of information supplied by Government, GTA National and key stakeholders
- Updates on Australian charities and NFP legislation

Policies & Best Practice Guidelines

AEN provides members with a range of advice on policies and industry guidelines including:

- AEN member Code of Conduct
- Industrial Relations and Awards
- OH&S policies and procedures
- Environmental policies
- GTO and RTO Standards
- Insurance

Training & Professional Development

AEN endeavours to provide its members with access to the skills and knowledge necessary to carry out tasks associated with Group Training. Training programs and information forums are provided in areas such as:

- Director and Governance training
- Workplace language literacy and numeracy
- Bullying in the workplace
- Return to work training & other OHS/WHS issues
- Substance (drug and alcohol) Abuse
- Dealing with mental health issues
- RTO compliance

OH&S Induction & Certificate IV in WHS

The SafetyFirst online training resources are an interactive way to train your staff, apprentices/trainees and hosts in their OH&S obligations. The material covers the National WHS Act. SafetyFirst's online WHS training courses are an easy way to implement and track staff training.



Certificate IV in WHS

AEN is offering the IV in WHS to Group Training staff who are interested in gaining knowledge and skills in:

- Assisting with compliance with WHS laws
- Identifying hazards, assessing and controlling risks
- Monitoring workplace safety
- Managing consultation and participation processes
- Assisting with claims, rehabilitation and return-to-work programs

The course is delivered online by RMIT through a combination of targeted workshops, on the job delivery, project based learning followed by one-on-one support through coaching and mentoring.

The program will be offered to staff who need to complete the entire qualification as well as to those who are interested in upgrading their old Certificate IV in OHS and therefore understanding the legislative and practical changes that occurred in relation to health and safety.

Assessments will be a mixture of practical demonstration, written and theory assessments, oral, research projects and workplace tasks.

All competency units are assessed as off the job (assessment of knowledge through classroom assignment tasks), on the job (assessment of skill demonstrated while on site) and online (completion of assessment, projects, quizzes).

AEN Consultant Services

As a AEN Member you have access to consultants who will be able to provide services and advice including:

- Industrial relations, awards and human resources
- Insurance
- Occupational Health and Safety
- Superannuation

Superannuation Support and Advice



Putting everyday Australians first

AustralianSuper is the largest industry superannuation fund in Australia, run only to benefit members, and is the preferred superannuation fund of AEN.

Their services simplify super for businesses with easy online payment systems including a free clearinghouse, secure online transactions, education and help and they support local industry by direct investing in businesses and significant infrastructure projects.

To speak to someone about making AustralianSuper your default fund, contact them on 1300 300 273, or visit www.australiansuper.com/employercontact

Industrial Relations Advice

AEN through its industrial relations provider WorkSight provides a subscription based Award Information service. The subscription includes summaries of major awards used within the Group Training sector, an information advice service and training in various aspects of Industrial Relations.

WorkSight can also assist Group Training Organisations on a fee for service basis in:

- Industrial relations negotiations
- Representation at industrial tribunals
- Unfair dismissal procedures
- Interpretation of various industrial relation situations/issues
- Advice and support on recruitment and placement practices
- Regular staff updates and meetings



Insurance

Marsh are the appointed insurance broker to AEN and as a member, you can benefit from a wide range of insurance products.



Marsh along with AEN have developed tailor made insurance solutions to suit your needs and a major benefit is that we have worked alongside other GTOs & RTOs to create specific products.

AEN Members will benefit from rate reductions of between 10% and 25% on their annual insurance premiums.

Combined Legal Liability Program

Marsh along with QBE have developed a product for the Employment Service Sector that extends to cover GTOs, RTOs and Labour Hire Companies.

This single policy covers:

- Public & Products Liability
- Directors & Officers Insurance
- Professional Indemnity Insurance
- Crime Cover (Employee Embezzlement / Fidelity)
- Employment Practices Liability (EPL)

This includes a clause that covers any WorkCover Recovery Claims made against your Organisation.

Other Insurance Services

- Property Insurance
- Cyber Liability Insurance
- Workers Compensation Strategies

Motor Vehicle

AEN via Marsh, have a Motor Fleet Policy to cover vehicles at a competitive rate. The program automatically includes the following features:

- Free Hire car for 30 days irrespective of fault
- Nil Excess on Windscreen Claims
- Choice of Repairer
- Covers personal contents in the vehicle
- Non-owned Vehicles
- No Fault Deductible - You will not have to pay an excess if you can identify the third party who was at fault in causing the claim
- Automatic Additions - The policy will cover automatic additions of vehicles valued at up to \$250,000

OH&S Services

Ensure your business has the latest information on Workplace Health and Safety. Understanding WHS and providing a safe workplace is everybody's responsibility. SafetyFirst gives you access to a range of business services so that you and your employees are always 'thinking safety first'.



- Quarterly network meetings
- Online WHS policy and procedure templates (300+)
- Online WHS training programs
- Workplace OHS/WHS auditing
- Industry Benchmarking of WHS incidents
- Monthly e-Newsletter
- Mobile App with apprentice & employer checklists

Further information is available from: www.safetyfirst.org.au

Member Services & Offers

Tender Notification

Never miss another tender opportunity by subscribing to an e-mail notification service provided by TenderSearch.

Published on a daily basis, TenderSearch provides notification of upcoming tenders from a wide range of Government and private sources based on keyword selection.



Subscribing through AEN will provide you a substantial saving when compared to the general annual subscription cost.

Blue-Q

BlueQ is a responsive online platform that enables organisations and individuals to store, manage and verify their qualifications all in the one secure account.



Through a simple interface that is accessible on any device and anywhere on demand, BlueQ facilitates the automatic, online sharing of qualifications between employers and employees.

Find out more at <http://blueq.com.au/>

CV Check

CVCheck makes employment screening simple. CVCheck are screening and verification specialists, which means that you can focus on what you do best and rely on CVCheck to deliver accurate and timely results.



A range of over 1000 verification checks across 190 countries can be ordered online without leaving your desk, reducing administrative overheads and delivering unprecedented convenience.

Find out more at <http://cvcheck.com/>

Code House

Code House is an Australian company operating since 1995 and are the developers of CHIP – Code House Integrated Payroll – the most widely used system in Group Training companies.



Find out more at <http://codehouse.com.au/>

AEN Office Facilities

The AEN training room is available for members to use free of charge. Whether you require meeting room space for a training course, an important presentation, a consultation or interview, the AEN facilities will more than meet your needs.

The room can comfortably seat 20-50 people, in various configurations and is equipped with:

- Tea & Coffee making facilities
- External catering can be arranged
- Whiteboard and markers
- Large Screen display to project your computer
- Apple TV to project your iPhone or iPad
- Wireless broadband / internet access
- Webinar facilities through GoToMeeting (up to 25 participants)

Bookings should be made via the AEN office at least 14 days prior to your meeting to improve the chance of availability.

GoToMeeting

GoToMeeting is the extremely simple, extraordinarily powerful way to hold unlimited online meetings with up to 25 attendees. Start a meeting and share your screen with just a click.



- Collaborate face to face with video conferencing.
- Save with integrated audio conferencing (via VoIP and telephone).
- Attendees can join from a Mac, PC, iPad, iPhone or Android device.

Hosted Learning Management System

AEN offer a fully managed hosting platform to get you started in the world of e-Learning.

The AEN LMS is based on the open source Moodle package that is widely used nationally and internationally by RTOs, TAFEs and Universities.

AEN use our own LMS through this platform for staff and professional development training for the AEN network.



Benefits of AEN hosting your LMS include:

- Individual website login and fully branded to your company eg. **yourname.gttraining.com.au**
- Full administration control of your training portal
- Learning management and reporting systems
- Student usage reports, eg. Time spent, assessment attempts, etc.
- Online discussion boards and live chat
- Customisable quizzes, eg. Multiple choice, short answer, etc.
- Ability to upload videos / recording / powerpoint presentations etc.
- Assessment / meeting scheduling
- Flexibility to move your course content to another server
- Hosted on a Tier 1 VPS to maximise speed and reliability



Hosting comes with:

- Upload your own courses
- Enrol your own students
- AEN telephone and email support
- Initial administrator training provided and assistance with uploading 1st course setup (content not provided)
- AEN SafetyFirst training content can be loaded onto your LMS for an additional cost.



Apprenticeship Employment Network

Level 3, 478 Albert Street
East Melbourne VIC 3002

03 9639 3955 | info@aen.org.au | www.aen.org.au