



**CLUED
IN
EDUCATION**

**PROFESSIONAL
DEVELOPMENT
CATALOGUE**



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ABOUT CLUED IN EDUCATION

Clued In Education is led by Catherine Hodgson, an experienced educator, instructional designer, and compliance consultant with over 15 years experience in education. Catherine established Clued In Education to support RTOs with meaningful, practical, and engaging support that goes beyond ticking boxes.

Clued In Education's professional development sessions are designed to empower RTO educators, administrators, and leaders to confidently navigate their responsibilities while delivering high-quality educational services that genuinely meet the needs of learners. Catherine's approach combines deep knowledge of compliance with a passion for inclusive, learner-centred education - ensuring every session is grounded in quality practice.

Central to Clued In Education's philosophy is the belief that professional development should be impactful, accessible, and immediately relevant. Sessions are interactive and customised to meet the needs of the team.



SESSIONS FOR TRAINERS AND ASSESSORS

ENHANCING STUDENT ENGAGEMENT

(2.5 HOURS)

This session equips trainers with practical, research-informed strategies to boost learner engagement.

Participants will examine common causes of disengagement in adult learners and explore tools and techniques to create more interactive, relevant, and motivating learning experiences.



DELIVERING INCLUSIVE AND LEARNER-CENTRED TRAINING

(2.5 HOURS)

This session explores what it means to be inclusive and learner-centred in a VET context. Participants will explore practical strategies that promote flexibility, engagement, and student voice across a range of learning environments.

INTERACTIVE & INCLUSIVE: RETHINKING YOUR RESOURCES & ACTIVITIES

(2.5 HOURS)

This practical session helps trainers design learning resources and activities that are both engaging and inclusive. Participants will explore how to better involve learners, support diversity, and use tools that reflect real-world contexts and learning principles.

SESSIONS FOR TRAINERS AND ASSESSORS

CHALLENGING BEHAVIOURS IN THE VET CLASSROOM (2.5 HOURS)

This session helps trainers understand the causes of challenging behaviour in adult learners and respond confidently and professionally. It focuses on prevention, de-escalation, communication techniques, and maintaining a supportive and safe learning environment.

LEARNING THEORY FOR THE MODERN VET CLASSROOM (5 HOURS)

This session explores key learning theories and how they apply to modern vocational delivery. Participants will explore a range of learning theories and how they inform learner-centred, effective training design.

This session can be delivered as one 5 hour session or two 2.5 hour sessions.

IMPLEMENTING REASONABLE ADJUSTMENTS AND SUPPORTING LEARNERS WITH ADDITIONAL NEEDS (5 HOURS)

Focusing on compliance and equity, this session supports trainers in understanding their responsibilities to provide reasonable adjustments. It explores how to identify learners who may need support, apply inclusive strategies, and document adjustments in line with regulatory requirements.

This session can be delivered as one 5 hour session or two 2.5 hour sessions.



SESSIONS FOR TRAINERS AND ASSESSORS

GATHERING SUFFICIENT QUALITY ASSESSMENT EVIDENCE (2.5 HOURS)

This session focuses on applying the Rules of Evidence in practice, helping assessors ensure they collect and evaluate valid, sufficient, authentic, and current evidence. Participants will explore how to strengthen their assessment methods and improve documentation.



CREATING AUTHENTIC SIMULATED ASSESSMENT ENVIRONMENTS (5 HOURS)

Designed for RTOs using simulation in assessment, this session explores how to create authentic, industry-aligned environments. It covers simulation design, set up, task contextualisation, and evidence collection within simulated settings.

This session can be delivered as one 5 hour session or two 2.5 hour sessions.

ASSESSMENT TOOL COMPLIANCE MADE PRACTICAL (5 HOURS)

This session supports assessors to design and review assessment tools that meet compliance expectations under the Standards for RTOs 2025. It includes interpreting unit requirements, writing clear instructions, developing marking guides, and conducting pre-assessment validation to ensure tools are valid, sufficient, and fit for purpose.

This session can be delivered as one 5 hour session or two 2.5 hour sessions.

SESSIONS FOR FRONT-FACING STAFF

CREATING A SAFE, INCLUSIVE, WELCOMING ENVIRONMENT (2.5 HOURS)

This session helps non-training staff understand their role in fostering a positive student experience from the moment of first contact. It explores practical strategies for building a culture of respect and belonging within the RTO, including inclusive language, accessible service delivery, and creating physical and digital spaces where all students feel safe, seen, and supported.



SUPPORTING STUDENTS WITH ADDITIONAL NEEDS (5 HOURS)

This session equips staff with the knowledge and confidence to identify when a student may require extra support and outlines appropriate pathways for referral and assistance. It provides an overview of common barriers to learning—such as disability, neurodivergence, mental health challenges, and socioeconomic disadvantage—and discusses how to apply inclusive practices in enrolment, communication, and administration. Staff will also learn about their responsibilities under relevant legislation.

This session can be delivered as one 5 hour session or two 2.5 hour sessions.

EMPATHETIC COMMUNICATION IN STUDENT SERVICES (2.5 HOURS)

This session focuses on building the interpersonal communication skills needed to support students with care and professionalism. Participants will explore techniques for active listening, validating student concerns, and maintaining clear boundaries while offering genuine support. The session also covers how to manage emotionally charged situations, deliver difficult information respectfully, and escalate issues appropriately when additional support is needed.

SESSIONS FOR MANAGEMENT

CREATING A QUALITY MANAGEMENT FRAMEWORK FOR YOUR RTO (5 HOURS)

This session supports RTO leaders and managers in developing a structured, fit-for-purpose quality management framework. Participants will learn how to map standards to systems, define core quality processes, monitor performance, and drive continuous improvement.

This session can be delivered as one 5 hour session or two 2.5 hour sessions.

INTEGRATING RISK MANAGEMENT INTO RTO GOVERNANCE (5 HOURS)

Focusing on governance and leadership, this session introduces an enterprise risk management (ERM) approach tailored to the RTO environment. Participants will learn to identify, assess, and respond to operational and compliance risks, and embed risk thinking into their governance systems and culture.

This session can be delivered as one 5 hour session or two 2.5 hour sessions.



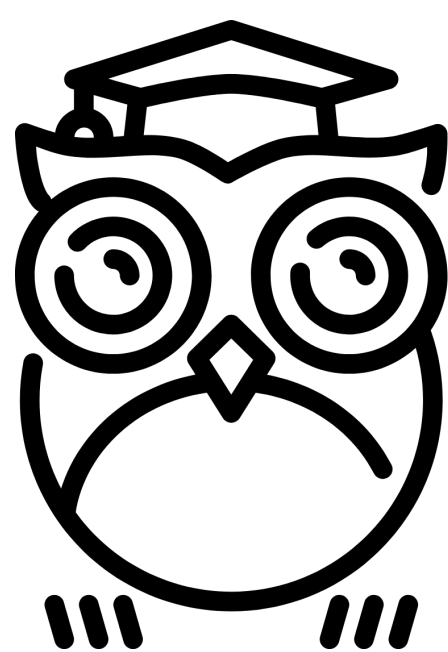
READY TO BOOK OR HAVE QUESTIONS?

Whether you're looking to book a session or simply want to explore what professional development options would best support your team (including custom-built sessions), let's chat!

Email: info@cluedineducation.com.au

Sessions can be delivered in-person or online, meaning all sessions are available nationally.

In-person sessions are available in the Perth Metro area only.



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