

EXPRESSION OF INTEREST (EOI) FOR AHRI FACILITATION OPPORTUNITIES

About AHRI

The Australian HR Institute (AHRI) is the national association representing human resource and people management professionals in Australia. With a member and stakeholder base in the order of 20,000 AHRI assumes responsibility for shaping the future of the profession through our members.

AHRI provides research, advocacy and representation to promote the standing of HR professionals and engender human resource management best practice within workplaces. AHRI actively contributes towards setting standards and building the skill base of the profession, from entry-level practitioners to aspirants for strategic leadership. Through its international affiliations and its close association with Australian industry and academia, AHRI ensures that its members are given access to a soundly based professional recognition framework.

Each calendar year AHRI provides members and non-members with access to a significant suite of professional development programs. These can range from half-day workshops through to two-year postgraduate study. The medium for delivery varies between face-to-face public courses, Corporate in-house training, eLearning, and webinars.

The development, sourcing and management of all course content, including national delivery, is coordinated through HR Standards and Practice located in the national office in Melbourne.

EOI

As partners in the global HR competency research study conducted by Dave Ulrich and Wayne Brockbank, AHRI has applied the research findings to enhance the content and application of our Advanced Practising Certification program (APC) and Foundations of Human Resources (Certificate IV in Human Resources BSB41015) curriculum. We have also extended this research to benefit our HR, Management and Business Essential Short Courses. In this way we can ensure that AHRI members and stakeholders have access to the most contemporary HR curriculum available.

We are proud of our reputation as a globally leading edge educational provider to the Australian and international human resource and people management community. In line with that, AHRI seeks to ensure that we partner with the best calibre of experts in Australia to support our delivery.

We invite you to apply to join our professional education team by completing the information below. You are asked to elect your preferences for facilitation (education or workshop), assessment and academic coordination roles in any of our listed programs.

Once you have completed the EOI, please return via email to toula.felokostas@ahri.com.au – including EOI and your name in the subject line.

We would appreciate that you please include with your EOI submission a current CV.

AHRI Practising Certification program (APC)

The AHRI Practising Certification Program is an industry recognised postgraduate level program designed to equip HR professionals with essential pre-requisites for advanced strategic HR management. The program includes an in-depth examination of the key functions of human resources management as it relates to the business environment, the organisation and the individual.

This work-integrated program (equivalent to an AQF level 8 qualification) is ideal for HR professionals with at least five year's work experience in an HR role, seeking to advance their career. Underpinned by the AHRI Model of Excellence, participants will equip themselves with the professional HR capabilities and leadership behaviours to:

- Apply HR thought leadership and insight to foster a productive and sustainable culture that drives individual and organisational objectives; and
- Build organisational capability and influence organisational objectives

AHRI's Practising Certification program is currently being delivered across Australia in both workshop and distance learning modes. The academic year is divided into 3 trimesters and for each unit there are 3 assessments.

APC Academic Staff

Essential

- Extensive HR industry experience - minimum 10 years
- Proven experience in facilitation in adult learning
- Must hold a tertiary qualification
- Willingness to undertake HR professional certification (CPHR, FCPHR, CAHR, FCAHR)

Highly Desirable

- Worked as an HR professional in a diverse range of industry sectors
- TAE40110 Certificate IV in Training and Assessment
- Certified HR Practitioner - CPHR (Certified Practitioner Human Resources) or FCPHR (Fellow Certified Practitioner Human Resources).
- Post graduate tertiary qualification in Human Resources Management
- Previous experience in teaching and assessment in higher education programs
- For more information on the APC program, please refer to [Program Information Guide](#)

Program delivery and assessment

Expressions of interest are sought for the following services.

- a) Academic coordination and assessment (electronic) for Trimester 1, 2 & 3
- b) Workshop facilitation delivery

AHRI PRACTISING CERTIFICATION PROGRAM	PAYMENT (ex GST)	GROUP SIZE
Workshop Facilitation – 4 full day workshops over 12 week trimester for units 1, 2 and 3 (unit 4 over 2 trimesters)	\$1200 per day	15 – 20
Academic Coordination – duration of whole program – 12 weeks*	\$50 per student	15 – 20
Assessment – 3 assignments	\$50 per assessment	15 – 20

** Please note, workshop facilitators are expected to undertake the Academic Coordination and assessment for their cohorts.*

Summary of HR skills and experience

Please provide a summary of your skills and experience as they relate to each of the 4 core units within the APC program: Please refer to program information guide as a reference point to assist in documenting your evidence.

	APC CORE CURRICULLUM	PROVIDE EVIDENCE/EXAMPLE OF SKILLS AND EXPERIENCE AGAINST THE LEARNING OUTCOMES
Unit 1	The Strategic HR professional	
Unit 2	The HR Organisational environment	
Unit 3	Workforce Design, Development and Performance	
Unit 4 capstone	Applied project in organisational capability	

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BSB41015 CERTIFICATE IV in HR

Program delivery and assessment

The Certificate IV in HR is currently delivered across Australia and internationally. The academic year is divided into 3 terms. Within each term we deliver six topics that have six associated assessments. Expressions of interest are sought for the following services:

- a) Academic coordination and assessment (electronic)
- b) Workshop facilitation delivery – specific dates are included in Appendix A

* Please note, Certificate IV in HR team members must hold a current TAE40110 Certificate IV in Training and Assessment

BSB41015 CERTIFICATE IV IN HR	PAYMENT (ex GST)	GROUP SIZE
Workshop Facilitation – 6 full day workshops over 12 weeks	\$1200 per day	15 – 20
Academic Coordination – duration of whole program – 14 weeks*	\$40 per student	15 – 20
Assessment – 6 assignments	\$35 per assignment	Varies based on assessor availability but can range from 15 up to 100 students

* Please note, workshop facilitators are expected to undertake the Academic Coordination and assessment for their cohorts.

BSB41015 Certificate IV in HR: Workshop Topics

1. Business driven HR
2. Recruitment and Workplace Relations
3. Building and Developing talent
4. Managing Performance
5. Workplace Health & Safety
6. Measuring HR effectiveness

Summary of facilitation and Assessment experience

Please provide a summary of your facilitation and assessment experience:

AREA OF INTEREST	PROGRAM	EXPERIENCE SUMMARY
<i>Example: Education Workshop Facilitation</i>	<i>Cert IV in HR</i>	<i>I have extensive vocational experience and qualifications relating to the topics covered in the Cert IV. I hold a current TAE. I am an experienced facilitator with 7+ years teaching, providing academic assistance to students studying HR.</i>
Education Workshop Facilitation		
Academic Coordinator		
Assessor		

Short Courses (for Public Courses) & Corporate In-house Training (for groups/organisations)

Facilitation

The public Short courses are currently delivered across Australia and are focused on specific topic areas (based on min. numbers). We provide customised in-house team training for organisations across public, private and not-for-profit sectors for on-site delivery.

Facilitation Area	Payment (ex GST)	Group sizes
Short Course delivery (Public workshops)	\$1200 +GST per day	5 - 20 max
Corporate In-house Training (Delivered onsite for organisations)	\$1200 +GST per day	8 - 20 max
Half-day Corporate In-house Training (Delivered onsite for organisations)	\$900+GST (max. 4 hours)	8 - 20 max
Customisation (when aligning existing content to meet client's needs) Depending on scope/requirements, if requested.	\$600 +GST for tailoring	

Personal details

First name:	Surname:
Company name:	
Position/Job role:	
Postal address:	
Suburb:	State:
Postal code:	Country:
Telephone work: ()	Mobile:
AHRI membership number:	Email:

Have you worked in or owned Registered Training Organisation from January 2011? IF yes, can please list the name/s of the training provider.

If yes, please list your roles and responsibilities below.

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****NOTE: This is essential for facilitation team members involved in the delivery of the BSB41015 Cert IV in HR in compliance with clause 4.4 of Skills First Contract***

(BSB41015 Certificate IV in Human Resources only) *(effective as of 1 April 2019 as per ASQA trainer and assessor requirements)*

Do you have one of the following qualifications? YES or NO

- a) TAE40116 Certificate IV in Training and Assessment or its successor **or**
- b) TAE40110 Certificate IV in Training and Assessment plus the following units:
 - TAELLN411 (or its successor) or TAELLN401A, and
 - TAEASS502 (or its successor) or TAEASS502A or TAEASS502B **or**
- c) a diploma or higher-level qualification in adult education. (An adult education qualification has a focus on training and assessing adults. The qualification does not need to include the words 'adult education' in the title; however, units or subjects completed within the qualification need to demonstrate the skills and knowledge required to train adults. i.e. TAE50111 Diploma of Vocational Education and Training, Bachelor of Adult and Vocational Education, Master of Education or Doctoral degree with an adult education focus.

 If yes, please provide full name of qualification:

 If no, are you prepared to undertake this qualification? YES or NO

INSURANCES

All AHRI subcontracted facilitator are required to provide evidence of the following insurance coverage:

- public liability insurance (not less than \$10 million)
- workers compensation insurance (unless you are a sole trader, in which case this is not a requirement)
- and your professional indemnity insurance (not less than \$1 million)

AHRI offers our professional members free professional indemnity insurance. However, if you are a consultant, this only offers cover up to \$150,000 in gross consultancy fees per annum. For information about exclusive discounted rates are available to members who don't fall under the AHRI ProCover criteria you can contact: [Austbrokers Countrywide](#) for a quotation.

REGISTERED INTEREST

Area of Interest	Program	Summary of experience (one paragraph or a few line only per topic)
<i>Example: Education Workshop Facilitation</i>	<i>Cert IV in HR</i>	<i>I have extensive vocational experience and specific qualifications relating to the topics covered in the Cert IV program. I also hold a current TAE. I am an experienced facilitator with many years teaching and providing academic assistance to students studying HR.</i>
Short Course Facilitation	Please select the programs listed in appendix A	
Corporate In-house / or Customised Training delivery	Please select the programs listed in appendix A	

REFEREES – Please provide 2 referees (that you have delivered training to, within the last 2 years)

Referee 1:

Name	
Position	
Company	
Email	
Phone	

Referee 2:

Name	
Position	
Company	
Email	
Phone	

Certificate IV in HR (TAE required)

Please select the courses that you are interested in and provide relevant evidence of your experience.

Tick	HR essentials	Provide example of skills and experience (One paragraph only required or dot points)
	Business driven HR (Cert IV Topic 1)	
	Recruitment and workplace relations (Cert IV Topic 2)	
	Building and developing talent (Cert IV Topic 3)	
	Performance management for HR (Cert IV Topic 4)	
	Workplace Health & Safety (Cert IV Topic 5)	
	Measuring HR effectiveness (Cert IV Topic 6)	

APPENDIX A

2018 Short Courses (Public courses) & Corporate/ In-house Training (on-site delivery at Member offices)

Tick	HR topics	Provide example of skills and experience (One paragraph only required or dot points)
	Attracting and retaining talent	
	Bullying and Harassment	
	Change Management <i>(Must be familiar with HR change models)</i>	
	Conflict and Mediation	
	Contact Officer training	
	Develop and implement effective HR policies	

	Having difficult conversations	
	HR Ethics	
	HR to Organisational Development	
	HR Strategy Planning	
	Internal HR consulting skills	
	Interviewing skills for line managers	
	Managing unconscious bias <i>(Diversity experience/background required)</i>	
	Mentoring at work	

Management & Business skills Training

Tick	Management & Business skills Courses	Provide example of skills and experience (One paragraph only required or dot points)
	Assertiveness in the workplace	
	Behavioural Interviewing skills	
	Building effective teams	
	Building Resilience	
	Business and Professional Writing	
	Coaching your team for success	
	Conflict management	

	Creating high performing teams	
	Customer Service Excellence	
	Communicating effectively	
	Effective internal consulting (Non-HR roles)	
	Emotionally intelligent leadership *One day: Applied EI <i>(Must be GENOS accredited)</i>	
	Influencing and negotiating skills <i>(DISC accreditation required)</i>	
	Interviewing Skills for line managers	
	Leading through Change	

	Leadership and management essentials <i>(DISC accreditation required)</i>	
	Managing performance	
	Mastering self-leadership	
	Mindfulness - Mental Health at work	
	Presenting with Impact	
	Project Management fundamentals	