



**THE UNLEASHED
COLLECTIVE.**

CPUBLIC SPEAKING FOR PROFESSIONALS - STRUCTURED DISTANCE DELIVERY

NON-ACCREDITED UNITS OF STUDY

Target Audience

Suitability

Tools of the trade

Feedback is vital

INTRODUCTION

The Unleashed Collective is a Registered Training Organisation (RTO number 45480) registered with the Australian Skills Quality Authority. The Unleashed Collective is proud to offer the Non-accredited course Public Speaking for Professionals as a 3 month part-time program. The program involves learning activities, self-paced distance learning. This program provides learners with the skills and knowledge required to be a Professional Public Speaker. The course addresses the specific target audience needs, what content will be shared, how to prepare and perform and evaluate yourself. If you work in or wish to pursue a career within the public speaking arena, this is the course for you.

This non-accredited qualification reflects the role of a public speaker in the public eye in a range of settings. Students will learn the importance of supporting personal needs, client's needs and those of colleagues, developing networks, performing and reviewing. A range of suggestions will be offered to expand ideas and growth potential. Students will develop a range of skills to be job ready.

WHO IS RESPONSIBLE FOR MY TRAINING?

The Unleashed Collective is responsible to provide a quality training product and to issue all certificates.

UNITS OF STUDY

Public Speaking for Professionals comprises of 4 units of study. The Unleashed Collective has organised the units of study into a relevant cluster relating to shared skills and knowledge or shared work tasks. This results in efficient delivery of training and assessment and a structure that is logical for learners.

To be issued the certificate a learner must be assessed as competent in the units of study in full. These units of study are comprised of non-accredited subjects relevant to a modern-day public speaker. The Unleashed Collective has selected these units of study within this course, and have chosen these based on providing the learner with a broad set of skills and a focus on providing a better chance at gaining clients and expanding business options and potential.

The selected units of study are also supported by the learning content within the prescribed text. The selection of these units of study and the course structure has been confirmed through industry engagement undertaken by The Unleashed Collective.

Public Speaking for Professionals non-accredited course is delivered using the course structure outlined below: Note: Core (C) / Elective (E)

Clusters	Unit(s)	Core / Elective
Cluster		
Public Speaking for Professionals	<ul style="list-style-type: none"> • Target Audience • Suitability • Tools of the trade • Feedback is vital 	E E E E

WHY NOT NATIONAL RECOGNITION?

Public Speaking for Professionals is a non-accredited course and is not recognised nationally under an endorsed industry training package such as the Community Services Training Package (CHC). There are no courses for Public Speaking for professionals specifically available in Australia under an accredited appointment. On successfully completing the training and assessment, Public Speaking for Professionals certificate will be issued. A transcript listing all units of study will also be issued. The course and units of study are not nationally recognised and solely provide individuals with valuable information that can be applied throughout their public speaking exposure and the wider community. The Unleashed Collective will issue a certificate within 30 days of the final assessment being completed.

PROGRAM OUTLINE

Training is delivered in a self-paced learning environment (we recommend 10 hours per week), this will incorporate fortnightly contact from The Unleashed Collective. Written learning activities will reinforce theoretical knowledge learning will be placed into context within assessments. The Unleashed Collective trainers offer going support throughout each student's enrolment while assisting in the planning, delivery and review of assessments. The primary purpose of undertaking assessments, with observation, is to collect workplace evidence. The course modules (clusters) are sequenced in a way that allows a logical progression. Participants will be provided with professionally presented reference material to assist them to develop their knowledge of the subject.

LOCATIONS

Structured Distance Learning can take place anywhere at anytime suitable for the learner.

EXPECTED DURATION

The program is designed to be delivered over 3 months. The Unleashed Collective is able to support participants that need additional time with course extension options. Alternatively, participants who have pre-existing skills and knowledge may be able to complete the course in a shorter duration.

ASSESSMENT REQUIREMENTS

The assessment is conducted using a combination of knowledge activities, and response to case studies. The following provides a brief explanation of the assessment methods that are to be applied:

- **Written Report / Case Study.** The student is required to produce a range of written records or reports based on real workplace scenarios or based on a case study that is provided by the assessor.
- **Training Designed Activities and Assessments.** The student is required to undertake a number of written knowledge activities and assessments over the course of their study. These activities and assessments will be provided to the student by the assessor at an arranged time and the student will be required to individually complete the activities. The student may research their answers from the course training materials and notes as well as relevant references.
- **Observation Report.** Observation reports will require feedback about the student's performance during a module. A briefing is provided before the student begins study to inform them of the module requirements. Observation assessment will occur as evidence collected.

PRACTICAL (WORK) PLACEMENT

There are no specified entry requirements for this qualification specified within the CHC Community Services Training Package. Noting this, The Unleashed Collective requires persons who undertake this course to:

- Be aged 18 years or over.
- Have local entry levels of LLN which are assessed in an LLN assessment prior to enrolment. As part of the enrolment process, students will be informed and will confirm that they understand the requirements to apply to become a marriage celebrant in Australia as set by the Attorney Generals Department.
- Have the ability to undertake online research.

An LLN assessment will take place prior to enrolment to ensure a clear and detailed understanding of competency levels prior to commencing study, this allows for the best training plan and support to be put in place immediately to gain greater outcomes of completion and competency.

Please note. The Unleashed Collective will engage with persons expressing interest in enrolment to discuss their language, literacy and numeracy skills. The Unleashed Collective can provide additional learning support to students who require basic assistance. For students who have more fundamental support needs, The Unleashed Collective can refer these students to a specialist language, literacy and numeracy development provider who can assist students to improve their language, literacy and numeracy skills to enable them to suitably commence the course.

RECOGNITION OF PRIOR LEARNING

Applicants can not apply for recognition of their existing skills and knowledge as this is a stand-alone non-accredited course designed by The Unleashed Collective.

STUDENT INFORMATION

Detailed student information is available within our Student Handbook which is supplied with the enrolment package. This booklet contains important information about a student's rights and obligations such as their right to privacy, a safe training environment and the right to complain or appeal an assessment decision. It is important that persons applying for enrolment have had an opportunity to review this information first. Please contact us and we can send this information to you straight away or you can access the Student Handbook via our website.

DRESS AND EQUIPMENT REQUIREMENTS

There are no specific dress requirements for this course.

The student will require basic stationery and a notebook according to their own study preferences and their own self-paced study. Access to a computer which has an internet connection is recommended to assist students to undertake study and research in response to some assessment tasks during self-paced distance learning. Students are issued with a prescribed textbook to assist with their study. This textbook is:

Public Speaking for Professionals Author: Jill Heaton The Unleashed Collective. 2019.

COST

This course is available on a fee for service arrangement. The current cost can be found in our Fee Schedule along with details of refund rights and obligations.

CONTACT US AND GET THE BALL ROLLING!

Phone us on 02 4683 3113, send an enquiry to hello@theunleashedcollective.com.au or visit our website for specific training events and locations: www.theunleashedcollective.com