



# Digital learning resources reference guide

A reference guide for trainers and assessors, and managers in automotive and mining Vocational Education and Training (VET) contexts

Part of the AUSMASA Trainer and Assessor VET Career Framework

## About this reference guide

Digital capability in VET is not a fixed destination. The tools and systems used for delivery, assessment and administration change regularly. This guide identifies where trainers and assessors can access digital learning support, whether at entry, when new systems are introduced, or when a particular capability gap becomes apparent.

The platforms and providers listed here are examples of what is available, not endorsements or recommendations. What suits a particular person depends on how they learn, what they need to develop, and what fits around their delivery commitments.

Check with your manager or organisation before enrolling in paid platforms, as your organisation may already have subscriptions or preferred providers that suit your needs.

## General digital skills platforms

A range of general online learning platforms offer courses covering digital skills relevant to VET trainers and assessors, including productivity tools, communication platforms, data management, presentation software, and digital literacy. The following are examples of well-established platforms of this type. Many also offer free content alongside paid options.

Resource	What it offers
<a href="#">LinkedIn Learning</a>	Broad library of professional development courses including Microsoft Office, Teams, digital communication, data management and technology fundamentals. Often available through organisational subscriptions. Courses are short and self-paced.
<a href="#">Udemy</a>	Large catalogue of online courses across digital skills, software tools and professional development. Individual courses are purchased separately. Quality may vary; check ratings and reviews before enrolling.
<a href="#">YouTube</a>	Free video tutorials on virtually every digital tool and platform. Particularly useful for quick how-to guidance on specific functions. Quality can vary significantly. Search for tutorials from official software providers or well-rated educators.
<a href="#">Microsoft Learn</a>	Free learning platform from Microsoft covering all Microsoft 365 products, including Word, Excel, PowerPoint, Teams, OneNote and SharePoint. Includes structured learning paths, short modules and certification pathways. Directly relevant to tools used in most RTO environments.
<a href="#">Grow with Google</a>	Free courses covering digital fundamentals, data, online tools and AI basics. Useful for trainers and assessors building foundational digital confidence. Certificates available on completion.



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## VET-specific professional development providers

Several organisations deliver professional development specifically for VET trainers and assessors, including content focused on teaching and assessment practice, compliance, digital delivery and sector developments. These providers offer a more contextualised learning experience than general platforms, with content developed to meet the specific demands of the VET sector. Note these are not vocational industry-specific but apply across the VET sector. Your organisation may already have subscriptions or established relationships with one or more providers. Check before sourcing your own access. If no subscription exists, individual courses, webinars or annual memberships are typically available.

The following are examples of providers operating in this space. This list is not exhaustive and does not constitute a recommendation of any provider over others. Many other providers exist, and some RTOs may negotiate bespoke development to meet specific team needs.

Resource	What it offers
<a href="#">VELG Training</a>	National VET professional development provider offering webinars, workshops and an annual national conference. Covers compliance, assessment, teaching practice, leadership and digital delivery. Online and face-to-face options. Runs Australia's largest annual national VET conference.
<a href="#">vetr</a>	Digital learning community for the Australian VET sector. Offers micro-learning video courses, live webinars, compliance resources and an annual subscription model. Covers assessment, compliance, teaching practice and sector developments. Content is VET-specific and regularly updated.
<a href="#">VDC (VET Development Centre)</a>	Professional development organisation for the VET workforce offering online and face-to-face workshops, a national teaching and learning conference, and a self-paced learning platform (VDC Learn). Some programs are government-funded for eligible providers. Covers assessment, teaching practice, quality and compliance.
<a href="#">Clued In Education</a>	VET-specific professional development provider offering workshops, consulting and resources for RTOs. Search online for current offerings.
<a href="#">Education Matters</a>	Provider of VET professional development and RTO resources. Search online for current offerings.
<a href="#">Coastwide Training Solutions</a>	Provider of VET professional development, compliance resources and RTO consulting. Search online for current offerings relevant to your context.
<a href="#">CAQA (Centre for Assessment and Quality Assurance)</a>	Provider of VET resources, professional development and compliance support for RTOs. Offers resources covering assessment tools, standards compliance and training practice.



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## A note on provider selection

The providers listed above are examples of what is available in the VET PD space. When evaluating any provider, consider whether the content is current and relevant to your delivery context, which delivery format suits your schedule and learning preferences, whether your organisation has existing access or a preferred relationship, and whether the provider has experience in automotive or mining VET contexts. Some organisations with sufficient scale may find it more effective to negotiate bespoke development directly with a provider rather than use off-the-shelf offerings.

## OEM and industry-specific digital learning

Automotive and mining equipment manufacturers and original equipment manufacturers (OEMs) provide digital learning platforms and online training academies for their products and technologies. These are particularly relevant for maintaining vocational currency in rapidly evolving areas such as electric and hybrid vehicles, autonomous equipment and new diagnostic systems.

Access to OEM learning platforms varies. Some are publicly accessible, while others require dealer registration, employer sponsorship or a commercial relationship with the manufacturer. Where access is restricted, your employer or an industry contact is usually the starting point.

- Talk to your manager or training coordinator about what OEM training access your organisation has or can arrange.
- If you are delivering in an area where a specific manufacturer's technology is central to the curriculum, ask about access to that manufacturer's training resources directly.
- Industry associations and peak bodies in automotive and mining sometimes facilitate access to OEM training for their members. Check with relevant associations in your sector.
- Some OEM training resources are designed for technicians rather than trainers. Where this is the case, the content remains directly relevant to maintaining vocational currency, even if the format is not designed for classroom use.



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## Microsoft and productivity tool training

Most VET organisations use Microsoft 365 as their primary productivity environment. Building confidence in the full range of Microsoft tools directly supports day-to-day delivery, assessment, communication and administrative tasks.

Microsoft Learn ([learn.microsoft.com](https://learn.microsoft.com)) provides free, structured learning paths for all Microsoft 365 products. This is the most directly relevant free resource for trainers and assessors seeking to build confidence in the tools they use every day. Relevant areas include:

- Microsoft Teams: for blended delivery, student communication and team collaboration
- SharePoint and OneDrive: for document management, resource sharing and version control
- Word, Excel and PowerPoint: for resource development, assessment design and reporting
- Forms: for digital assessment and student feedback
- OneNote: for digital notetaking, lesson planning and student portfolios in some delivery contexts
- Copilot (AI assistant): for drafting, summarising and supporting administrative tasks

## Learning and student management systems

Most VET organisations use a learning management system (LMS) to deliver and manage online content, and a student management system (SMS) for enrolments, records, and compliance reporting. Both require digital confidence to use effectively.

The first place to go for support with either system is within your own organisation. Your IT team, systems administrator or colleague with experience in the platform will usually be faster and more directly useful than any external resource, and their guidance will be specific to how your organisation has configured the system.

Where internal support is not available or cannot resolve the issue, most LMS and SMS providers offer free help resources:

Most platforms have a built-in help function; look for a question mark icon or a help menu within the system.

Major LMS providers, including Canvas, Moodle, Blackboard and Google Classroom, maintain free documentation, tutorial libraries and user community forums where trainers and assessors can search for solutions and ask questions.

Australian SMS providers used in VET contexts offer support portals for providers. Your organisation contact should be able to direct you.

YouTube is a reliable source of platform-specific tutorials for most major LMS and SMS platforms. Search for your platform name alongside the specific function you need help with.



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## Getting the most from digital learning resources

Having access to digital learning resources is only useful if the time and conditions exist to use them. A few practical considerations:

- Be specific about what you need to develop before searching for resources. A targeted search for 'how to set up a quiz in Moodle' will be more useful than a general search for 'LMS training'.
- Short, task-specific video tutorials are often more immediately useful than longer structured courses when you need to learn a specific function quickly.
- Structured courses with completion certificates are more useful when you want to develop broader capability or demonstrate development to your organisation.
- Talk to colleagues before searching externally. Someone in your organisation has already solved the problem you are trying to solve.
- Digital capability development takes time. Where possible, discuss with your manager how time for digital learning can be factored into your workload rather than added to it.

*Note: Platform URLs and provider offerings change. Check directly with providers for current content and pricing. Links were verified at the time of publication.*

## Learn more about the Trainer and Assessor VET Career Framework

Explore more practical tools, guides and resources supporting VET capability, wellbeing, industry engagement and career development