



TAE40110 Certificate IV in Training & Assessment Timetable

Course Start Date: Saturday 25 March 2017

This Training schedule is flexible and may change in response to individual learning needs and availability of dates for the delivery of training. It is expected that learners will allocate approximately 8 hours per week outside of allocated class time to review the learning resources, complete learning activities to reinforce learning and complete assessments.

Your student information and assessment guides will provide you with detailed information regarding assessment submission dates and expectations prior to the commencement of each unit. Please review these documents prior to the commencement of each cluster.

COURSE ORIENTATION and DESIGN CLUSTER including LLN

TAEDES401A Design and develop learning programs (core)
TAEDES402A Use Training Packages and accredited courses to meet client needs (core)
TAE LLN411 Address adult language, literacy and numeracy skills (elective)

TAEDES401A Design and develop learning programs (core)
TAEDES402A Use Training Packages and accredited courses to meet client needs (core)

DAY 1 25 March 2017	Orientation	Introduction to this course	To be completed prior to orientation	To be completed prior to session 2:
		<p>Introduction to this course</p> <p>This session will include:</p> <ul style="list-style-type: none"> • Introduction to the course & being a VET professional • Expectations and apprehensions • LLN assessment • Explanation of assessment process and requirements • Frequently asked questions 	<p>To be completed prior to orientation</p> <p>Read pre-enrolment information and student handbook</p>	<p>To be completed prior to session 2:</p> <p>Purchase of textbook</p>
	Session 2	<p>Introduction to this course, the VET sector & training packages</p> <p>This session will include:</p> <ul style="list-style-type: none"> • Introduction to the course & being a VET professional • Expectations and apprehensions • Overview of the VET environment • How will the Design units be assessed and what are the assessment activities for this cluster • NVR Standards and internal quality management • Overview of training packages and how to use them • Overview of accredited courses 	<p>To be completed prior to session 2: (Approx. Time spent: 12 hours)</p> <p>Read Chapters 1 & 2 in <i>Vocational Training and Assessment</i> textbook and complete activities. These activities are not required for assessment, they are recommended to reinforce your learning.</p> <p>Visit the AQF website and review the roles and responsibilities of the AQF.</p> <p>Visit the ASQA website, read and print off the</p>	<p>To be completed prior to session 2:</p> <p>Read assessment tasks for TAEDES401A and TAEDES402A and come to session 2 with any questions.</p>



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		<ul style="list-style-type: none"> • Unpacking a training package, rules and content • Designing a training program, including safety and accessibility obligations • Training and Assessment Strategies (TAS) 	<p>current NVR standards.</p> <p>Visit www.training.gov.au and research a qualification of a training package of a course you are interested in delivering. Print out one unit of competency and bring to session 2</p>	
Date	Session	DESIGN CLUSTER	Preparation activities	Assessment tasks
DAY 2 1 April 2017	Session 3	<p style="text-align: center;">Designing Training</p> <p>This session will include:</p> <ul style="list-style-type: none"> • Review last weeks learning, including the activities recommended from the last session • Training needs analysis – process and what we need to know • The importance of purpose • Overview of adult learning theories & Learning styles • Choosing the training content and methodology • Risk Management • Completing a TAS 	<p style="text-align: center;">To be completed prior to session 3: (Approx. Time spent: 12 hours)</p> <p>Read Chapters 1 & 2 in <i>Vocational Training and Assessment</i> textbook and complete activities. These activities are not required for assessment, they are recommended to reinforce your learning.</p> <p>Identify a training gap in your workplace – what risks/consequences are in place, think about what you would recommend and come prepared to discuss.</p>	<p style="text-align: center;">To be completed prior to session 3:</p> <p>Review and partially complete assessment tasks 1.1 and 2.1</p>
	Session 4	<p style="text-align: center;">Language, Literacy and Numeracy</p> <p>This session will include:</p> <ul style="list-style-type: none"> • Review last weeks learning, including the tasks allocated session 3 • Overview of LLN responsibilities as a trainer in the VET sector • LLN and units of competence – trigger words, core skills framework • Determining the LLN skills of each learner, tools and process • LLN support and reasonable adjustments • Developing LLN tools 	<p style="text-align: center;">To be completed prior to session 4: (Approx. Time spent: 12 hours)</p> <p>Read Chapter 3 in <i>Vocational Training and Assessment</i> textbook and complete activities. These activities are not required for assessment, they are recommended to reinforce your learning.</p> <p>Research the ACSF website and foundation skills. Think about the LLN challenges in your workplace</p>	<p style="text-align: center;">To be completed prior to session 4:</p> <p>Complete assessment tasks, 1.1, 1.2, 1.3 and 2.1</p>



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Date	Session	DESIGN CLUSTER	Preparation activities	Assessment tasks
DAY 3 22 April 2017	Session 5	<p style="text-align: center;">Designing a learning program workshop</p> <p>This session will include:</p> <ul style="list-style-type: none"> • Review last weeks learning, including the tasks allocated session 4 • Practical session working in teams to develop a learning program based on scenarios. Activities include: <ul style="list-style-type: none"> - Consultation and training needs analysis - Development of TAS, including delivery content and methodology - LLN and reasonable adjustment consideration - Presentation of learning program to the group • Marketing learning programs • Consultation in design – industry and organisations • Thinking about assessment as an integral part of design <ul style="list-style-type: none"> - Dimensions of competence - Methods and Instruments 	To be completed prior to session 5:	<p style="text-align: center;">To be completed prior to session 5:</p> <p>Complete assessment tasks 3.1, 3.2 and partially complete 1.4, 2.2 and 3.3.</p> <p>Complete assessment task 3.1 and 3.2 Hand in design cluster assessment in full at session the next session.</p>
	Session 6	Assessment Tutorials		



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DELIVERY CLUSTER

TAEDEL401A Plan, organise and deliver group based learning (core) TAEDEL402A Plan, organise and facilitate learning in the workplace (core)
 BSBCMM401A Make a Presentation (Elective)

Date	Session	DELIVERY CLUSTER	Preparation activities	Assessment tasks
DAY 4 29 April 2017	Session 7	<p align="center">Ensuring an effective learning process & designing a group training program</p> <p>This session will include:</p> <ul style="list-style-type: none"> • How will the Delivery units be assessed • Exceptional trainer characteristics • Adult learning principles • Learning styles • Inclusivity and diversity • Developing session plans and delivery ideas • Choosing a presentation topic • Finding and choosing resources 	<p align="center">To be completed prior to session 6 (Approx. Time spent: 12 hour)</p> <p>Read Chapter 4, 5 and 6 in <i>Vocational Training and Assessment</i> textbook and complete activities. These activities are not required for assessment, they are recommended to reinforce your learning. Visit www.training.gov.au and print off a unit of competence you are interested in delivering</p>	<p>Read assessment tasks and come to session 6 with any questions.</p>
	Session 8	<p align="center">Communication and training individuals</p> <p>This session will include:</p> <ul style="list-style-type: none"> • Review last weeks learning, including the activities recommended session 6 • Preparing for your training session • Develop a session plan and trial • Icebreakers • Questioning techniques • Giving and receiving feedback • Developing evaluation tools • Presentation skills (facilitator tips and tricks) 	<p align="center">To be completed prior to session 7: (Approx. Time spent: 12 hours)</p> <p>Research icebreakers and come prepared to deliver one Research Tuckmans theory on Teams</p> <p>Commence the development of a session plan for your first presentation. Research what resources may be available to support your training.</p>	<p>Commence assessment tasks 5.1 and 6.1.</p>



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Date	Session	DELIVERY CLUSTER	Preparation activities	Assessment tasks
DAY 5 6 MAY 2017	Session 9	<p style="text-align: center;">Workplace Training</p> <p>This session will include:</p> <ul style="list-style-type: none"> • Review last weeks learning, including the tasks recommended in Session 7 • Pro's and con's of workplace training • Individual learning programs including training options and contracts, learning pathways, monitoring and transferring skills and knowledge • Completing a workplace training pathways plan • Final preparation for Presentation 1 • Contextualising delivery for specific workplaces 	<p>To be completed prior to session 8 (Approx. Time spent: 12 hours)</p> <p>Document a workplace training gap and come prepared to discuss:</p> <ul style="list-style-type: none"> - How you have identified it - Your training recommendations 	<p>All DESIGN cluster assessment tasks due</p>
	Session 10	Presentation 1 - 40 minute presentation by each participant	<p>Presentation preparation (Approx. Time spent: 6 hours)</p> <p>Prepare for presentation by completing Assessment Project 5.2</p>	Complete assessment task 5.2 Complete session plan and all relevant documentation for presentation.
Date	Session	DELIVERY CLUSTER	Preparation activities	Assessment tasks
DAY 6 13 MAY 2017	Tutorial Session 11	Presentation Learnings and Reflections – Thinking about how to improve even more for Presentation 2	Self reflection and evaluation	
	Session 12	Presentation 2 - 40 minute presentation by each participant	<p>To be completed prior to session: (Approx. Time spent: 6 hours)</p> <p>Preparation for final 40 minute presentation and development of an assessment tool and evaluation form for the presentation.</p>	<p>Complete Assessment Tasks 5.1, 5.2 6.1 and 6.1</p> <p>Hand in delivery cluster assessments Session 12 15 October 2014</p>



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ASSESSMENT CLUSTER

TAEASS401B Plan assessment activities and processes (core)

TAEASS402B Assess competence (core)

TAEASS403B Participate in assessment validation (core)

TAEASS301B Contribute to assessment (elective)

Date	Session	ASSESSMENT CLUSTER	Preparation activities	Assessment tasks
DAY 7 3 JUNE 2017	Session 13	<p style="text-align: center;">Introduction to Assessment</p> <p>This session will include:</p> <ul style="list-style-type: none"> How will the Assessment units be assessed An overview of competency based assessment processes Competency based standards Assessment in the VET sector, what is it, who does it and why Code of Practice for Assessors Principles of assessment Rules of evidence Dimensions of Competency Skills, Knowledge and Attitudes Assessment Guidelines and critical evidence Planning for assessment Developing assessment tools 	<p style="text-align: center;">To be completed prior to session 12: (Approx. Time spent: 12 hours)</p> <p>Read Chapter 9 in <i>Vocational Training and Assessment</i> textbook and complete activities. These are not required for assessment, they're recommended to reinforce learning.</p>	<p>Read assessment tasks for the assessment cluster and come to session 12 with any questions.</p>
	Session 14	<p style="text-align: center;">Assessing competence</p> <p>This session will include:</p> <ul style="list-style-type: none"> Assessment types and documents Types of evidence Planning and communicating about assessment Developing assessment plans RPL including candidate briefing Third party reports Mapping assessment evidence Recording and reporting assessment decisions 	<p style="text-align: center;">To be completed prior to session 13: (Approx. Time spent: 12 hours)</p> <p>Read Chapter 10 in <i>Vocational Training and Assessment</i> textbook and complete activities. These activities are not required for assessment, they are recommended to reinforce your learning.</p>	<p>Commence assessment tasks 9.1 and 10.1</p>



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DAY 8 24 JUNE 2017	Session 15	Validation and Completing assessment This session will include: <ul style="list-style-type: none"> • Review the reading and activities allocated from last week • Assessment validation • Validating assessment plans • Principles of assessment & Rules of evidence in validation • Validation practice • Develop an assessment tool and trial 	To be completed prior to session 14: (Approx. Time spent: 12 hours) Read Chapter 11 in <i>Vocational Training and Assessment</i> textbook and complete activities. These activities are not required for assessment, they are recommended to reinforce your learning.	Commence assessment task 11.1
	Session 16	Assessment Workshop This session will include practical activities such as: <ul style="list-style-type: none"> - Validating learning resources - Completing RPL - Developing a competency map - Developing an observation checklist - Data Management 		Partially complete all Assessment cluster assessment tasks
Date	Session	ASSESSMENT CLUSTER	Preparation activities	Assessment tasks
DAY 9 15 JULY 2017	Session 17	ASSESSMENT TUTORIAL		
	Session 18	<p style="text-align: center; color: red;">Final session - Preparing for what comes next</p> This session will include: <ul style="list-style-type: none"> • Professional development • Maintaining currency • Exploring the marketplace • Looking for employment • Celebrating success and setting goals for the future. 		All ASSESSMENT cluster assessment tasks due Within 8 weeks of course completion
ASSESSMENT TUTORIALS CAN BE ORGANISED AFTER THIS PERIOD				