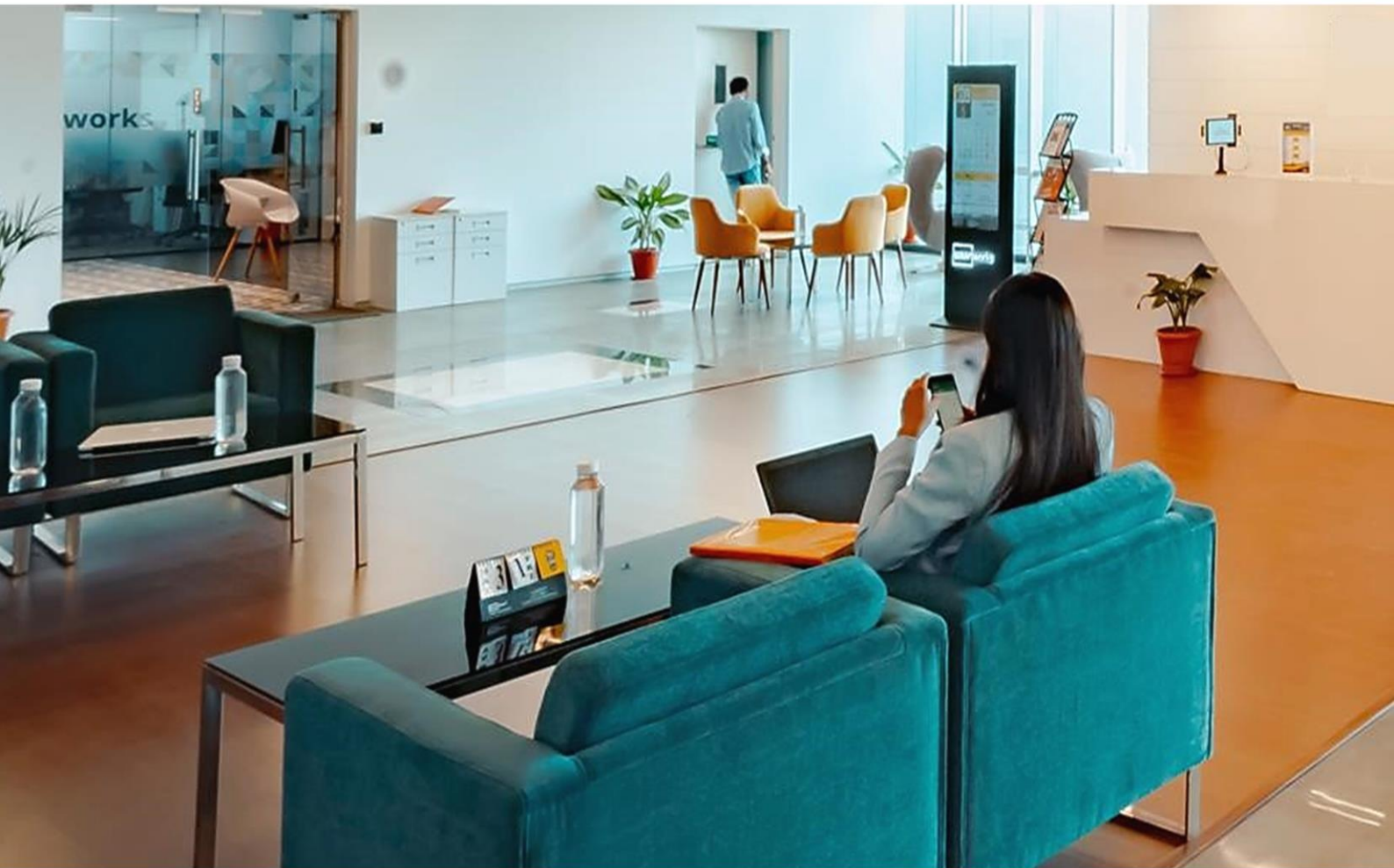


Training and Assessment Skill Sets

INFORMATION PACK

July – Dec 2023



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Contact us

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Thank you for your interest in the Training and Education (TAE) qualifications.

This Information Pack covers the following TAE Skill Sets offered by TasTAFE from July 2023:

- **TAESS00028 Work Skill Instructor Skill Set**
- **TAESS00017 Workplace Supervisor Skill Set**

For information on the full TAE40122, please refer to our TAE40122 Certificate IV in Training and Assessment Information Pack.

Please read the information about each product before applying to enrol.

General Information for students

What skills and attributes are required for successful completion?

You will need:

Digital literacy skills to meet training and assessment requirements, including:

- word processing skills such as saving, filing and retrieving documents, typing in templates
- basic presentation programs such as PowerPoint
- using TasTAFE's Learning Management System (Canvas)
- using communication tools such as email, Zoom and MS Teams
- navigating online to undertake research.

Language, literacy and numeracy skills to meet training and assessment requirements including:

- researching, reading and interpreting of National Training Packages
- skills to develop, review and plan
- presenting in a number of contexts using a range of skills
- writing a range of documents
- receiving and providing feedback to peers and learners
- conducting assessments, presentations and training, including being observed.

If you do not possess these requirements, support services will be offered for advice about support and pathway options. This may include enrolment into basic computer courses, entry into micro digital sessions, and/or study skills sessions.

General requirements for successful completion

You will require:

- a laptop or PC with reliable internet
- a webcam
- a media headset with microphone

Recognition and Credit Transfers

TasTAFE is committed to ensuring the opportunity to apply for recognition is made available to all students, and as far as possible, the process is streamlined, individualised, holistic and applied/task-based.

Recognition assessment is an extension of the normal assessment process, and requires no less assessment than what is established for general course assessment. Recognition is conducted according to the principles of assessment and rules of evidence the same as course-based assessment.

You are able to have your competency from prior learning and work experience within the VET sector recognised in this qualification through the following arrangements:

- If you have successfully completed previous training with TasTAFE or another RTO, relevant verified units may be eligible for credit transfer.
- If you have skills and experience and are able to demonstrate competence and currency in the VET sector aligned to a unit or units of competency, you may be eligible for recognition.

Key methods of providing assessment evidence may include, but are not limited to:

- portfolio of workplace documentation related to unit requirements
- observation of performance in the workplace and/or simulated workplace environment
- questioning (professional competency conversation)

If you wish to gain further information about recognition please contact us. You will be sent the TAE Recognition Information Kit, which provides a self assessment guide, and outlines the assessment requirements for each cluster, including the types of evidence that may be submitted. Recognition requires enrolment and payment of fees the same as any other assessment pathway.

Fee payments

All fees must be paid for prior to entry into your chosen program.

You cannot access learning and assessment materials without this being completed.

A refund applies if you formally withdraw 72 hours prior to the commencement of the course. If you are enrolling in a course that has already commenced, no refund applies.

TAESS00028

Work Skill Instructor Skill Set

About the qualification

TAESS00028 is a skill set from the TAE Training and Education Training Package. This skill set is a great introduction to vocational training as a taster for those thinking they may like to enter this profession.

The skill set focusses on two units that are practical in essence and provide an insight into the full qualification. These units can be used as electives in the full qualification. If you wish to complete the full TAE40122, you will need to enrol separately for this.

Is this qualification for you?

This qualification is suitable if you have vocational qualifications **and** current experience using that qualification, and are considering a career in the VET sector. The Skill Set will cover how to train colleagues in work skills and also how to plan and conduct a presentation.

What are the entry requirements for this program?

Prior to enrolling in this training program, you must be able to demonstrate vocational competency in your proposed teaching and assessing area and an adequate level of language, literacy and numeracy skills. Vocational competence is defined as broad industry knowledge and experience, and may include holding a relevant unit of competency or qualification.

In your application you will need to:

- provide evidence of vocational competency in the area in which you intend to teach i.e. Certificate III in Commercial Cookery; Certificate IV in Engineering
- provide your resume showing your experience using this qualification
- undertake the TasTAFE LLN Assessment achieving an ACSF level 3

How long should it take me?

The amount of training provided is only a portion of the overall learning requirement, and you are expected to complete additional learning/activities between workshop times to complete the program.

This program should be completed within a four (4) to six (6) week period.

What are the units?

There are two (2) units required to complete this qualification.

<p>Work Skill Instructor Skill Set</p>	<p>TAEDEL311 Provide work skill instruction This unit is about the skills and knowledge required to conduct individual and small group instruction, demonstrate work skills and assess the success of the training and one's own training performance, using existing learning resources in a safe and comfortable learning environment. It emphasises the training as being driven by the work process and context and applies to a person working under supervision as a work skill instructor in a wide range of settings not restricted to training organisations.</p> <p>TAEPDD401 Work effectively in the VET Sector This unit describes the skills and knowledge required to operate within the vocational education and training (VET) sector. It covers VET regulations, stakeholders and the general VET environment relevant to entry-level VET teachers, trainers and assessors.</p>
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How will I learn?

This program is offered through a mixed learning mode including:

- Online Induction
- Online learning resources – *you will be expected to engage with the learning resources prior to webinars*
- Webinars – *structured learning and interaction is provided to assist your progress*

How will I be assessed?

You will be provided with detailed assessment tasks once you have commenced the course. These tasks will be completed outside of scheduled learning times.

<p>Work Skill Instructor Skill Set</p>	<ul style="list-style-type: none"> • Deliver three work skill instructions to an individual or small group. • Knowledge-based assessment • Scenario-based assessment.
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How much will it cost?

Currently the Work Skill Instructor Skill Set is free of charge

TAESS00017

Workplace Supervisor Skill Set

About the qualification

TAESS00017 is a skill set from the TAE Training and Education Training Package. This skill set is a great introduction to coaching, mentoring and on the job training.

The skill set has three (3) units that are design to provide the skills and knowledge needed to support apprentices and trainees. These units can be used as electives in the full TAE40122 qualification.

Is this qualification for you?

This qualification is suitable if you are a supervisor or manager involved in developing the skills of their team. In particular, these competencies are identified as essential skills for those engaged in supervising apprentices.

What are the entry requirements for this program?

You will need to be employed in a workplace and be directly involved in the supervision of others.

How long should it take me?

The amount of training provided is only a portion of the overall learning requirement and you are expected to complete additional learning/activities between workshop times to complete the program.

This program should be completed within a three (3) to six (6) month period.

What are the units?

There are three (3) units required to complete this qualification.

Unit	Description
TAEDEL301 Provide work skill instruction	This unit is about the skills and knowledge required to conduct individual and small group instruction, demonstrate work skills and assess the success of the training and one's own training performance, using existing learning resources in a safe and comfortable learning environment. It emphasises the training as being driven by the work process and context and applies to a person working under supervision as a work skill instructor in a wide range of settings not restricted to training organisations.
TAEDEL404 Mentor in the workplace	This unit describes the skills and knowledge required to establish and develop a professional mentoring relationship with an individual in a workplace. It applies to workplace supervisors or other work colleagues who work under limited supervision and who have responsibility for mentoring one or more individuals in the workplace. This may include, but is not limited to, those who mentor an apprentice or trainee employed by, or undertaking a work placement within, an organisation.
TAEASS301 Contribute to assessment	This unit describes the skills and knowledge required to contribute to the assessment process. It applies to a person with technical or vocational expertise who is in a supervisory or mentoring/coaching work role, and for whom collecting the evidence for assessment is an adjunct to principal work responsibilities. The unit applies to those involved in collecting evidence for assessment against units of competency or accredited courses.

How will I learn?

The skill set is offered through a mixed learning mode, including an online introduction, work-based learning and assessment activities, and online learning materials.

- Induction session
- Work-based learning and assessment activities
- Online learning resources
- Webinars – study support

How will I be assessed?

You will be provided with detailed assessment tasks once you have commenced the course. These tasks will be completed outside of scheduled learning times.

Unit	Assessment Requirements
TAEDEL301 Provide work skill instruction	<p>Units are clustered for assessment</p> <ul style="list-style-type: none">• Deliver three work skill instructions to an individual or small group.• Create mentoring plans• Facilitate at least three (3) mentoring sessions• Carry out a minimum of three evidence-gathering activities• Answer knowledge-based questions
TAEDEL404 Mentor in the workplace	
TAEASS301 Contribute to assessment	

How much will it cost?

The cost of the Workplace Supervisor Skill Set is \$895

Skill Set Schedule – 2023

All dates are subject to change			
TAESS00028 Work Skill Instructor Skill Set			
Course Number	Online Course 1	Pre-Course Induction Webinar	Wed 5:30–6:30pm, 20/07/2023
Course Duration	24 July 2023 – 16 Oct 2023	Webinar Mon/Wed	Time
			Dates
			5:30–8:30pm 24/7, 26/7, 31/7, 2/8, 7/8, 9/8, 14/8, 16/8
TAESS00028 Work Skill Instructor Skill Set			
Course Number	Online Course 2	Pre-Course Induction Webinar	Wed 5:30–6:30pm, 30/08/2023
Course Duration	04 Sept 2023 – 27 Nov 2023	Webinar Mon/Wed	Time
			Dates
			5:30–8:30pm 04/9, 6/9, 11/9, 13/9, 18/9, 20/9, 25/9, 27/9
TAESS00028 Work Skill Instructor Skill Set			
Course Number	Online Course 3	Pre-Course Induction Webinar	Wed 5:30–6:30pm, 18/10/2023
Course Duration	23 Oct 2023 – 13 Dec 2023	Webinar Mon/Wed	Time
			Dates
			5:30–8:30pm 23/10,25/10, 30/10, 1/11, (6/11 Public Hol – No class), 8/11, 13/11, 15/11
TAESS00017 Workplace Supervisor Skill Set			
Course Number	Workplace Supervisor Course		Courses are not yet scheduled for this program. Please contact - trainingandassessment@tastafe.tas.edu.au if you are interested.