

OFFICE USE



BLACKWATER
PROJECTS

Training and assessment strategy

Reflected in Blackwater Projects materials covering
TAE40116 Certificate IV in Training and Assessment

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About this document

This document summarises
the training and assessment approach reflected
in the Blackwater Projects TAE40116 materials

Target participant group

The approach we took when we wrote these materials were based on a target participant group who:

- are able to attend face-to-face training, with collaboration and support offered through email correspondence, social media, discussion forums, etc.
- come from diverse industries
- have access to a workplace in which they can complete assigned tasks, and whose workplace is willing to support participant efforts and offer opportunities to complete assessment tasks in the workplace
- hold the foundation skill levels needed to achieve competence
- number 8 – 16 per group.

Assessment approach

The assessment booklet

The assessment booklet lists all **summative assessment tasks** participants must complete for each TAE40116 cluster.

Assessment approach

The table below shows the assessment approach reflected in each TAE40116 cluster:

Assessment method	Description
Knowledge questions	Participants answer a series of paragraph-style, open questions
Practical assessment tasks	<p>Participants complete a series of practical assessment tasks:</p> <ul style="list-style-type: none"> • They complete some tasks as part of their TAE program training Whether you deliver this qualification online, via distance or face to face, you should allow participants to complete these tasks with supervision and guidance from the TAE trainer/assessor, as needed • Other tasks are designed for completion in the workplace However you deliver this qualification, participants should complete these tasks independently, in a realistic work setting. The RTO may provide this setting if participants don't have a current workplace in which to complete assigned tasks. <p>Practical assessment tasks will produce various forms of evidence, including (but not limited to):</p> <ul style="list-style-type: none"> • video footage—e.g. of session delivery • documents to be produced by participants, using templates provided (if needed)—e.g. session plans, assessment plans, learning program plans, competency maps, etc. • third party evidence—e.g. authenticated copies of feedback from participants and their assessment candidates • observation checklists completed by RTO personnel who directly supervise participants—e.g. observation checklists proving quality of training delivery, and assessment checklist to be completed by the qualified assessor who supervises participants • responses to questions about how the participant undertook a task.
Third party authentication	A suitable third-party referee must complete a one-page third party authentication form , to verify that the participants completed assigned tasks themselves.

Training & assessment strategy

You can easily adapt the Blackwater Projects TAE40116 resources to support a range of training and assessment strategies.

The following pages summarise the learning and assessment strategy reflected in Blackwater Projects' TAE40116 resources.

Clustering

We have grouped the TAE40116 units into four clusters:

1. Designing learning
2. Address adult language, literacy and numeracy skills
3. Delivering training
4. Workplace assessment.

Other things we thought you'd like to know

- Your RTO may deliver each cluster as a stand-alone program, or as part of the TAE40116 qualification.
- You may vary the order in which you deliver each cluster.
- If desired, it's easy to cluster units differently and adapt our resources to match your alternative clustering model. To help you do this, we offer the *TAE40116 Master Competency Map*. Download this pdf from the Blackwater Projects website (TAE resources > free downloads page).

Your RTO MUST validate our training and assessment approach to determine its suitability for your RTO's TAE40116 target participants

We have validated our materials

We have validated our training and assessment processes and materials. Validation was robust and validation participants represented diverse RTOs. However, we can never guarantee that our materials 'are compliant.' Compliance relies both on the materials themselves, AND how they are used (this is where your RTO comes in).

To be compliant, the materials—and the training and assessment processes and activities described in the materials—must be suitable for your RTO's clients and their needs.

Therefore...

Do not rely solely on the validations we have conducted as evidence that our materials are 'compliant'. Our validation records and other evidence of ongoing continuous improvement prove that we have done our best to ensure you have a quality product to start with... now you must validate that product for use with your clients, then adapt it for use with your clients, following your RTO's systems and processes.

VET Regulators do not favour 'off-the-shelf' materials unless you can successfully justify the suitability of the methodology reflected in the materials for your RTO's target TAE40116 participants.

Your RTO may consider different TAS's for different target participant groups.

Training and assessment strategy for face-to-face delivery mode

Cluster	Unit/s covered (by code)	Training duration	Summative assessment tasks
Designing Learning (DES)	TAEDS401 TAEDS402	3 days total (9:00am-5:00pm/day) May be consecutive or not	<ol style="list-style-type: none"> 1. Knowledge questions 2. Practical tasks: <ul style="list-style-type: none"> • DES Task 1—Design and develop one competency-based learning program • DES Task 2—Design and develop one learning program (may or may not be competency based)
	<p>Considerations:</p> <ul style="list-style-type: none"> • Three training days will give participants time to complete most of DES Task 1. Participants will likely need to type up their work for Task 1 on their own time, after the conclusion of training. Your RTO may want to add to the number of training days, or offer ongoing support to allow participants an opportunity to complete DES Task 1 and/or DES Task 2, under your supervision. 		
Allow 4-6 weeks before the next cluster so participants can complete assessments. Ensure that participants are sufficiently supervised and supported throughout this time.			
Address adult LLN skills (LLN)	TAELLN411	<p>1 day total</p> <p>Tasks 1-5 may be completed during training time, time permitting</p> <p>Task 6 should be completed in the workplace after training, or may be completed in conjunction with DEL Task 1 or 2</p>	<p>Designed so that most (not all) tasks are completed during TAE training, although participants should revise and submit all tasks as one portfolio after the conclusion of training</p> <ol style="list-style-type: none"> 1. Knowledge questions 2. Practical tasks: <ul style="list-style-type: none"> • LLN Task 1—Identify LLN skills needed to perform a workplace task • LLN Task 2—Identify a learner's LLN needs • LLN Task 3—Select instructional & assessment strategies that address identified LLN needs • LLN Task 4—Customise learning resources • LLN Task 5—Work with LLN specialists • LLN Task 6—Select, use and review LLN support strategies
	<p>Considerations:</p> <ul style="list-style-type: none"> • This program covers a lot of content in one day. Depending on participant needs, your RTO may consider extending the training time to allow for more in-depth discussions, and a more moderate pace. 		

Cluster	Unit/s covered (by code)	Training duration	Summative assessment tasks
	<ul style="list-style-type: none"> Some RTOs cluster TAELLN411 with the 'DEL' cluster (see below) 		
<p>We recommend introducing TAELLN411 either directly before or after the Delivering Training cluster, because participants have the option of completing LLN Task 6 in conjunction with DEL Tasks 1 or 2.</p> <p>Allow 4-6 weeks before the next cluster so participants can complete assessments. Ensure that participants are sufficiently supervised and supported throughout this time.</p>			
Delivering training (DEL)	TAEDEL401 TAEDEL402 BSBCMM401	<p>4 days total</p> <p>Day 4 is practical assessment day—DEL Task 1</p> <p>Ideally day 4 is about one week after day 3 (days 1-3 may be consecutive).</p>	<p>Most tasks to be completed after the conclusion of training, except DEL Task 1 (allow 3 months):</p> <ol style="list-style-type: none"> Knowledge questions Practical tasks: <ul style="list-style-type: none"> DEL Task 1—Plan, organise and deliver one 30-min session to a group of at least 8 participants (TAE trainer/assessor to observe) DEL Task 2—Plan, organise and deliver two consecutive, 40-minute sessions to a group of at least 8 participants (in your workplace) DEL Task 3—Plan, organise and facilitate workplace learning for an individual (on two separate occasions).
	<p>Considerations:</p> <ul style="list-style-type: none"> This cluster is highly practical and offers participants at least two formative assessment opportunities to practice delivering 1:1 and group training before their first summative assessment task. Your RTO may consider adding more training days to allow more practice opportunities before the first summative task (DEL Task 1). Four training days allows time for completion of DEL Task 1 during training time. If participants are not working in a training capacity, your RTO may want to add additional training days so participants can also complete DEL Task 2 (and possibly parts of DEL Task 3*) during training time, in a simulated, realistic work environment. <p><i>* Since DEL Task 3 requires participants to facilitate work-based learning, participants should complete this task in a real workplace, either their own or one that is provided for them.</i></p>		
<p>Allow 4-6 weeks before the next cluster so participants can complete assessments. Ensure that participants are sufficiently supervised and supported throughout this time.</p>			
Workplace Assessment (ASS)	TAEASS401 TAEASS402 TAEASS403	<p>5 days total</p> <p>Days 1 – 4 may be consecutive, although we</p>	<p>Most tasks to be completed after the conclusion of training, except ASS Task1 (allow 3 months)</p> <ol style="list-style-type: none"> Knowledge questions Practical Tasks:

Cluster	Unit/s covered (by code)	Training duration	Summative assessment tasks
	TAEASS502	<p>recommend non-consecutive days to allow for consolidation and practice between sessions. We recommend one week between days 4 and 5</p> <p>ASS Task 1 must be completed during training</p> <p>We also offer case study handouts (part of our learning materials) that you may use as assessment tasks, if desired</p>	<ul style="list-style-type: none"> • ASS Task1—Prepare for assessment and assess competence To be completed during training • ASS Task2—Plan assessment activities and processes (x2) We recommend that you give participants an opportunity to plan both assessments during training time—we offer two case study handouts relevant to this task. • ASS Task3—Plan, design and develop three (3) assessment tools We recommend giving participants a chance to plan, design and develop at least one assessment tool during training—we offer one case study handout relevant to this task • ASS Task4—Participate in validation of three (3) assessment tools We recommend that you give participants an opportunity to participate in at least one validation during training time—we offer one case study handout relevant to this task • ASS Task 5—Assess competence on four (4) occasions We offer a case study handout that may be used to complete one of the four assessments during training time.
	<p>Considerations:</p> <ul style="list-style-type: none"> • Assessment requirements for this cluster are particularly demanding. Your RTO should consider how it can supervise and/or support participants as they progress—you may consider increasing the number of training days allocated, allow time between training days to review content and work on assessment tasks, assign a workplace coach to each participant, or use other means to support participants. • ASS Task 5 requires participants to assess competence under supervision of a qualified assessor. Your RTO's TAS will need to clarify who the qualified assessor/s may be, and describe arrangements in place to offer participants opportunities to complete these assessments. • If case studies are used for the basis of any of ASS Tasks 2-5, participants must complete tasks individually, on their own time. They must produce work of a 'professional' standard that meets competency requirements and reflects realistic workplace expectations. Otherwise all case study activities completed during training time should be used as learning activities and formative assessment tasks only, and all of ASS Tasks 2-5 should be based on real work activities. 		
<p>Allow 4-8 weeks after the final cluster to complete assessment tasks. Ensure that participants are sufficiently supervised and supported throughout this time.</p>			

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