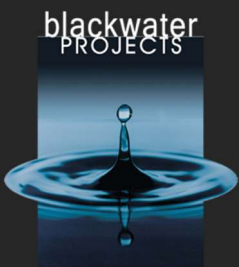


OFFICE USE



Introduction to your TAE resources

>Welcome note &
Important information

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Version control & document history

| | | |
|-----------------|---|-----------------|
| This is version | ➔ | 1.0 |
| Date released | ➔ | 18 January 2016 |

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Welcome!

Hello and thank you



I'm **Chemène Sinson**. I'm a freelance adult educator and instructional designer. My trading name is **Blackwater Projects**.

I want to thank you and your RTO for purchasing a licence to use learning and assessment materials I developed, with heaps of support from numerous knowledgeable friends and colleagues.

About this document

**This document contains important information
to help you get started using the resources**

Who should read this

Anyone using Blackwater Projects resources should read this document. This includes:

- TAE trainers
- TAE assessors
- RTO administration or coordination staff.

Questions?

Contact me on:



+(61) 409 910 002



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Your licence—

What you may distribute to your RTO's TAE participants

To your RTO's TAE participants, **you may**:

- Distribute **learning materials** in **pdf or hard copy** format
- Distribute **assessment booklets** and **templates** in **soft copy** (i.e. Word) format.

You may distribute materials via USB, email, etc. You may also place them on a password-protected site that is accessible only to your RTO's TAE participants.

You may not upload any resource—in any format—to any publicly accessible website or equivalent. The table below has more information about each resource:

| Document Name | You may give this resource to TAE participants in... | | |
|--|--|-----|-------------|
| | Hard copy | pdf | Word or Ppt |
| Learning materials | | | |
| Participant Manual | ✓ | ✓ | ✗ |
| Learning activities booklet | ✓ | ✓ | ✗ |
| PowerPoint* | ✓ | ✓ | ✗ |
| Assessment Materials (for participants) | | | |
| Assessment booklet | ✓ | ✓ | ✓ |
| Assessment support documents (for participants) | | | |
| Templates | ✓ | ✓ | ✓ |
| Assessment Task Handouts | ✓ | ✓ | ✗ |
| Office Use | | | |
| Implementation Guide | ✗ | ✗ | ✗ |
| Assessment marking guides | ✗ | ✗ | ✗ |
| Competency map (matrix)* | ✓ | ✓ | ✗ |
| RPL Kit documents | | | |
| 1. RPL Information | ✓ | ✓ | ✗ |
| 2. RPL Application Kit | ✓ | ✓ | ✓ |

* We don't feel that TAE participants need these, but you may distribute to them in un-editable format if desired.

What to do now

| What to do | |
|------------|---|
| 1 | (if you are an annual licence holder) Make a note of your annual licence renewal date |
| 2 | Get the resources ready for first time use —see page 11 for instructions |
| 3 | Get to know the resources. To do this: <ul style="list-style-type: none">• Read this document• Read other supporting documents on the client portal—these include:<ul style="list-style-type: none">– the <i>Training and Assessment Approach</i> used in our resources– a <i>Master Competency Map (Matrix)</i> that shows the alignment between all learning and assessment materials, and relevant units of competency– <i>Instructions for Use</i> of our assessment tools– a <i>Master Revision Record</i> showing updates made to all documents– Downloadable validation records |
| 4 | Enjoy using the resources —in advance, thanks for respecting copyright! |
| 5 | Stay in touch with us, and we'll stay in touch with you Stay in touch with us <ul style="list-style-type: none">• Please send us feedback via the feedback register on our website• Advise us immediately if our key contact people for your RTO change We'll stay in touch with you From time to time we'll: <ul style="list-style-type: none">• send email information to advise you of updates made to the materials• post on our blog: News and Views – accessible from my website: blackwaterprojects.com.au |

About our resources

TAE40110 unit clustering

In our TAE resources, TAE40110 units are clustered as follows:

| | | |
|-------------------------------|------------|---|
| Designing Learning | TAEDES401A | Design and develop learning programs |
| | TAEDES402A | Use training packages and accredited courses to meet client needs |
| Language, Literacy & Numeracy | TAE LLN411 | Address adult language, literacy and numeracy skills (elective) |
| Delivering Training | TAEDEL301A | Provide work skill instruction (elective) |
| | TAEDEL401A | Plan, organise and deliver group-based learning |
| | TAEDEL402A | Plan, organise and facilitate learning in the workplace |
| | BSBCMM401 | Make a presentation (elective) |
| Workplace Assessment | TAEASS401B | Plan assessment activities and processes |
| | TAEASS402B | Assess competence |
| | TAEASS403B | Participate in assessment validation |

Each cluster may be delivered as a stand-alone cluster or as part of the Certificate IV TAE qualification. Clusters may be delivered and assessed in any order.

Does your RTO cluster the Cert IV TAE units differently? No problem!

It's easy to change how the units are clustered in our resources

Delivery modes

The assessment tools are set up for face-to-face delivery mode but your RTO may adapt them other delivery modes—e.g. online, distance, or blended delivery.

Our resource package—what’s included?

Support documents (provided with all resources)

Download the following support documents from our online portal:

| Name of document | What’s included |
|---|---|
| How to get started— Read this first! | <p>This document. Intended for first time users of our resources:</p> <ul style="list-style-type: none"> ● Provides an introduction to our resources ● Explains how to prepare the resources for first time use. |
| Master competency map | <p>This matrix shows the alignment between the units of competency and the:</p> <ul style="list-style-type: none"> ● Participant manuals ● Assessment booklets. <p>Use this to understand how our resources align to each TAE40110 unit. This information will help you change unit clustering or isolate a unit, if desired.</p> |
| Training and assessment strategy | <p>This document shows the training and assessment strategy reflected in our resources. Your RTO may modify this strategy to better suit how you deliver this qualification to your own clients.</p> |
| Assessment tools: Instructions for use | <p>This document contains essential information for first-time users of our assessment tools. This includes:</p> <ul style="list-style-type: none"> ● TAE trainers ● TAE assessors ● RTO assessment administration staff. |
| Master revision and validation record | <p>Visit this online Google Doc to check whether or not your RTO is using the latest versions of the materials. Use information provided to identify changes made from one version to the next.</p> |
| Validation records | <p>We provide links to records of all assessment tool validations we’ve held. These validations won’t replace the need for your RTO to validate our tools to ensure their suitability for your own clients, but they are a good starting point to demonstrate the tools’ compliance to an auditor.</p> |
| How to unzip a file (PC or Mac) | <p>Click on these links for instructions on how to unzip a file. You will download materials from our client portal as a Zip folder, so you must be able to unzip these folders after downloading.</p> |

Learning and assessment materials

This table lists the materials we offer for each TAE cluster (each program) that contributes to the Certificate IV in Training and Assessment

| | | Designing Learning | LLN | Delivering Training | Workplace Assessment |
|------------------------------------|--|---------------------------|-----|---------------------|----------------------|
| Resource | Description | Included in this cluster? | | | |
| Participant manual | Learning resource Contains information and examples of work relevant to this cluster—a bit like a ‘textbook’ | Yes | Yes | Yes | Yes |
| Learning activities booklet | Learning resource Contains optional learning activities that your RTO’s TAE trainer/s may choose to use | Yes | Yes | Yes | Yes |
| PowerPoint | Learning resource Slides TAE trainers may use to deliver the cluster | Yes | Yes | Yes | Yes |
| Assessment booklet | Assessment document Word document for candidates and assessors—contains all assessment tasks for the cluster. Candidates use this document to present their assessment portfolios. | Yes | Yes | Yes | Yes |
| Templates | Assessment support document Word document for candidates—contains templates needed to complete assigned tasks. | Yes | No | Yes | Yes |
| Assessment task handout/s | Assessment support document One Assessment Task Handout provided for each assessment task designed for completion during training. Contains information and materials needed to complete the task. | No | No | No | Yes |
| Implementation guide | Office use document For RTOs and TAE trainers/assessors. Contains session plans and additional materials needed to deliver the cluster. | Yes | Yes | Yes | Yes |
| Assessment marking guide | Office use document For TAE trainers and assessors. Contains instructions about how to mark the assessment for each cluster. | Yes | Yes | Yes | Yes |
| Competency map | Office use document Matrix that shows the alignment between assessment tasks and the unit/s of competency covered in the assessment. | Yes | Yes | Yes | Yes |

RPL kit

Our RPL kit covers the entire TAE40110 qualification. It includes the following documents:

1. RPL Information

For clients considering enrolling in RPL. The purpose of this document is to help potential candidates decide if RPL is a good choice for them.

2. RPL Application template

Word document for RPL candidates to use to compile and present their portfolio of evidence.

3. RPL kit—Instructions for use

Contains information and instructions for RPL assessors and RTO assessment administration staff. It includes:

- Instructions for administering the RPL process using this kit
- Marking guidelines (broad).

How to get the materials ready for first time use

Before using our resources for the first time...

You will need spend a few minutes adding your RTO's branding and pertinent information

What to do:

1. Add your RTO brand to the resources

Complete the following steps for all resources before using them for the first time.

All resources

1. **Save the resources** to your computer. For each resource, complete the steps listed below.
2. **Add your logo** to the front cover. You may either replace the Blackwater Projects logo, or position your logo with ours.
3. Perform a **'find'** and **'replace all'** as follows:

| 'FIND' | 'REPLACE ALL' with... |
|----------|--|
| Rto Name | The full name of your organisation (<i>e.g. ABC College Pty Ltd</i>) |

Assessment tools only

In addition to steps 1-3 above, for the assessment tools:

4. Perform a **'find'** and **'replace all'** for the following:

| 'FIND' | 'REPLACE ALL' with... |
|----------|---|
| Rto Code | The term, acronym, or abbreviation you commonly use when referring to your organisation (<i>e.g. ABCC or ABC</i>) |

5. Perform a **'find' for the word, 'blah'**. Where you find this word, you will need to add/customise information provided so that it is in line with your organisation's assessment policies and procedures. Enter relevant information as required.

2. Update all fields in each document

Almost all the resources contain a **table of contents** and/or **cross-references**. These are set up as 'fields' which means you can update them quickly and easily.

When to update fields

Update fields each time you edit a Blackwater Projects TAE resource. Update fields just before you save and close the document.

How to update fields

1. Select the entire document (press **Ctrl + A**)
2. **Right click** and a drop-down menu will appear
3. Select **!Update Field**.

That's it... easy!

end of document