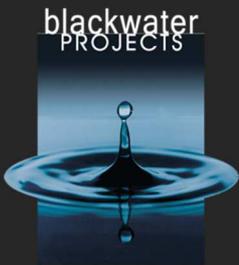


RTO logo here

LEARNING RESOURCE



Learning activities booklet

Designing Learning

from TAE40110 Certificate IV in Training and Assessment

TAEDES401A

Design and develop learning programs

TAEDES402A

Use training packages and accredited courses to meet client needs

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About this learning activities booklet

This learning activities booklet contains a series of activities that TAE trainers may use to consolidate concepts and apply skills learned in the **Designing Learning** program, which forms part of the TAE40110 Certificate IV in Training and Assessment.

This booklet is to be used in conjunction with the other resources for this program.

All activities in this booklet are for optional use

TAE trainers may decide which activities are most appropriate for each learner group

How this learning activities booklet may be used

There are many ways you can use this booklet:

Option 1 Use this booklet as a workbook

This entire document may be photocopied and presented as a participant workbook—in this case it is important for program participants to understand that *likely, there won't be time during training to complete all activities in this booklet*. The TAE trainer will use their discretion when selecting which activities to complete.

Option 2 Use selected activities from this booklet as handouts

TAE trainers may select those activities in this booklet that they wish to use in their program delivery and present these as a series of handouts.

Option 3 Insert selected activities from this booklet into the participant manual

Selected activities in this booklet may be added to the participant manual for this program. The participant manual and this booklet are formatted the same way so that it is easy to 'cut and paste' without significant changes to formatting.

Select the option that works best for your situation.

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Activity— VET Acronyms

Instructions

Each of the acronyms below stands for a VET-related entity. Try to work out:

1. what each acronym stands for
2. what each acronym means.

Good luck! 😊

Acronym	What it stands for	What it means / is / does
VET		
TGA		
Standards for RTOs	NA	
RTO		
SSO		
Department of Education and Training	NA	
CBT/A		
AQF		
RPL		
RCC		
C & NYC		
AVETMISS		
ASQA		
AISC		
VQF		
IRC		

end of activity



Activity— Using the AQF

Instructions

Read the list of units of competency below. Identify the AQF level that each unit was first written for. Hint: in each category (e.g. WHS) there is only one unit at each level.

Workplace Task	AQF Level
Work health and safety (WHS)	
Contribute to WHS hazard identification, risk assessment and risk control	4
Contribute to health and safety of self and others	
Develop, implement and maintain WHS management systems	
Apply knowledge of WHS legislation in the workplace	
Manage WHS risks	
Customer service	
Manage quality customer service	
Deliver a service to customers	
Coordinate implementation of customer service strategies	
Deliver and monitor a service to customers	

Early finishers...

Discuss why it's important for trainers and assessors to understand the AQF. How do trainers and assessors use their knowledge of the AQF to design learning programs and plan assessments?



Activity— Get to know the Standards for RTOs 2015

Resources needed

A copy of the *Standards for Registered Training Organisations (RTOs) 2015* (hard or soft copy is okay).

Instructions

This activity aims to increase your familiarity with the Standards for RTOs. Follow instructions below:

Standard	
1	<p>Standard 1: The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses</p>
	<p>Standard 1 has 27 sub-standards! Read quickly through these. Use the space below to summarise what you notice about the implications of these standards for trainers and assessors. <i>Tip: Pay particular attention to standards 1.13 – 1.24.</i></p>
2-8	<p>Remaining standards</p>
	<p>Scan the remaining seven (7) Standards for RTOs. Use the space below to summarise what you notice about the implications of these standards for trainers and assessors.</p>

end of activity

Remaining activities removed from this sample document

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