

OFFICE USE



Master competency map

for Learning and assessment materials covering
TAE40110 Certificate IV in Training and Assessment

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Version control & document history

This is version	➔	1.0
Date released	➔	01 January 2016

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About this competency map

This map covers TAE40110 materials developed for use in 2016

About this competency map

The competency map (or matrix) that follows shows the relationship between the units covered in Blackwater Projects materials for the TAE40110 Certificate IV in Training and Assessment, and the materials themselves.

The figure below shows what is covered:



This map gives a 'big picture' of the relationship between the learning/assessment materials and the units of competency included in our TAE40110 materials. We also provide a more detailed competency map with each TAE40110 assessment tool.

How this map may help you

Use this map to help you:

- understand the basis for the program materials and assessment tasks
- isolate materials and assessment tasks for individual units.

Competency maps per cluster

Designing learning

Units addressed→		TAEDES401A	TAEDES402A
Participant manual (by chapter)			
1	Use training packages and accredited courses to meet client needs	✓	✓
2	Design and develop learning programs	✓	
Assessment (by task)			
DES Short answer questions		✓	✓
DES Task 1	Design and develop a competency-based learning program	✓	✓
DES Task 2	Design and develop a learning program	✓	

Address adult LLN skills

		Units addressed→	TAELLN411
Participant manual			
1	LLN and VET		✓
2	Australian Core Skills Framework		✓
3	Address adult LLN skills		✓
Assessment			
LLN Short answer questions			✓
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 and 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		✓

Delivering training

Units addressed→		TAE-DEL301A	TAE-DEL401A	TAE-DEL402A	BSB-CMM401
Participant manual					
1	Adult learning: an introduction	✓	✓	✓	
2	Training needs and objectives	✓	✓	✓	✓
3	Plan training sessions	✓	✓	✓	✓
4	Deliver training: basics of effective communication and facilitation	✓	✓	✓	✓
5	Plan, organise and facilitate learning in the workplace			✓	
6	Plan, organise and deliver group-based learning		✓		✓
7	Reviewing and record-keeping	✓	✓	✓	✓
Assessment					
DEL Short answer questions		✓	✓	✓	✓
DEL Task 1	Plan, organise and deliver one 30-min session to a group (TAE trainer / assessor to observe)	✓	✓		✓
DEL Task 2	Plan, organise and deliver two consecutive, 40-minute sessions to a group (in your workplace)	Either <u>one</u> of these tasks plus Task 1 is sufficient for this unit	✓		✓
DEL Task 3	Plan, organise and facilitate workplace learning for an individual (on two separate occasions)			✓	

Workplace Assessment

Units addressed→		TAE-ASS301B	TAE-ASS401B	TAE-ASS402B	TAE-ASS403B
Participant manual					
1	Introduction to competency-based assessment	✓	✓	✓	✓
2	Using Training Packages and competency standards	✓	✓	✓	✓
3	Plan assessment activities and processes		✓		
4	Assess competence	✓		✓	
5	Participate in assessment validation				✓
Assessment					
ASS Short answer questions		✓	✓	✓	✓
ASS Task 1	Plan assessment and gather evidence	✓	✓	✓	
ASS Task 2	Plan and conduct two assessments	✓		✓	
ASS Task 3	Participate in 2 assessment validations				✓

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