TAE40110 Certificate IV in Training and Assessment

Instructions for Use
Recognition Assessment Kit

Important Information for TAE40110 Assessors and RTO assessment admin staff

Copyright

Blackwater Projects
PO Box 4253
Balgowlah Heights NSW 2093
Australia

p +(61) 409 910 002
w blackwaterprojects.com.au
e info@blackwaterprojects.com.au

Version control & document history

Date	Summary of modifications made	Version no.
15 July 2010	Version 1 completed following formal review and final editing. Minor changes made throughout pilot to produce version 1.1. Version 1.1 validated as version for general release.	v.1.1
11 May 2011	Sample of completed portfolio updated to align with formatting changes to the application templates. No other changes made.	v.2
04 Oct 2011	Updates to reflect changes made as part of major review 2011 plus transition to TAE10 v2.	v.3
18 Oct 2011	Replaced reference to NTIS with reference to TGA.	v.3.1
12 Apr 2012	Reference to OHS changed to WHS	v.3.2
08 Feb 2013	Changes to reflect major review of assessment tools in 2012	v.4
02.02.2015	Reviewed content to ensure currency. No content changes, but example of completed portfolio re-dated to reflect 2015 completion	v.4.1
31 Mar 2015	Updated from BSBCMM401A to BSBCMM401	v.4.2
19 Jan 2016	Updated to reflect latest changes to VET and units; removed reference to kit for people with TAA40104	v.5.0

About this document

If you are receiving this document, it is because a Registered Training Organisation you work for has purchased the recognition assessment kits developed by Blackwater Projects to support TAE40110 Certificate IV in Training and Assessment.

> **This document explains how to use the Recognition Kits**
> developed by Blackwater Projects
> for TAE40110 Certificate IV in Training and Assessment
>
>
> This document is designed to be used by
> **TAE40110 assessors and RTO assessment administration staff**

What to do

1. Read this document

2. Read the two documents that make up each recognition assessment kit

3. Contact Blackwater Projects if you have any questions.

Kind Regards,

Chemène

Chemène Sinson
DEVELOPER

Contact details

Chemène Sinson
Blackwater Projects

a PO Box 4253 Balgowlah Heights NSW 2093
e info@blackwaterprojects.com.au
e +61 409 910 002
w www.blackwaterprojects.com.au

Contents

About the recognition kit

Recognition assessment approach

Both recognition assessment kits may be used to support:

- assessment by written portfolio only, or
- assessment by interview plus written portfolio.

Documents included in the RPL kit

In addition to this document, the TAE40110 RPL kit includes:

1. Information and instructions (for candidates)
2. Application template.

More information about each document follows.

> Take time to familiarise yourself with the recognition kit
> before your first recognition assessment

1. Information and Instructions

> Send this to potential RPL candidates **before enrolment**

This handout is for people considering enrolling in RPL. Distribute it before potential candidates enrol. It contains:

- a brief overview of the recognition process
- a list of the units of competency that make up TAE40110
- general information and frequently-asked questions about recognition assessments
- a self-assessment questionnaire that will help potential candidates decide whether or not to proceed with enrolment in recognition assessment.

2. Application Template

> **RTOs distribute the Application Template (Word document) to candidates** in soft copy once candidates have enrolled in recognition assessment

How people use the Application Template

Candidates

The Application Template lists the evidence required for each TAE40110 unit. The candidate compiles the evidence listed and submits to the RTO.

Assessors

Assessors use the Application Template to document the quality of the evidence received and the overall assessment result.

RTO

The RTO uses the Application Template as a record of the recognition assessment and the assessment results.

Using the recognition kits: detailed instructions for all stakeholders

The table below describes in detail the recognition assessment process and identifies the person responsible at each step of the process.

Before enrolment in recognition assessment *The assessor or another RTO representative should be available to help the candidate throughout this stage*	**Content removed**
After enrolment in recognition assessment and preparing for the recognition assessment *Recognition assessment should be a collaborative, supported process.* *The assessor should be assigned as soon as possible and be available to help the candidate throughout this process.*	**Content removed**
Reviewing the evidence *Two options:* 1. *Assessor reviews a written portfolio and contacts the candidate when finished, or*	**Content removed**

2. Assessor and candidate attend a recognition interview at which the candidate takes the assessor through the evidence.	
Recording and reporting	**Content removed**

Copyright

Candidates may use the recognition kit documents only to compile and submit their recognition portfolio.

Any other use of the resources—including copying or forwarding any part of the resources to others—is a breach of copyright.

The inside cover of all recognition documents reminds candidates of their copyright (©) obligations.

'To do' list for recognition assessors

Before you do anything…

Familiarise yourself with the layout and content of the Application Template you'll be using to assess candidates.

When reviewing a candidate's portfolio…

By the time you see the candidate's portfolio of evidence for the first time, you should already know the candidate and have supported the candidate as they compiled their portfolio. The following steps may be completed as part of a recognition interview, or the candidate may have submitted a written portfolio which you are about to review:			
			Tick when complete ▼
1	**Check portfolio**	Have a quick look through the portfolio to ensure that the candidate declaration has been signed, and that the portfolio is well-organised. ● *If portfolio is well-organised*, continue to step 2 ● *If portfolio is not well-organised*, return it to the candidate with a request to organise evidence (be prepared to help the candidate with this if needed).	❒
2	**Review evidence**	Review the evidence, either by reviewing the written portfolio or as part of a face-to-face recognition interview with the candidate. Document quality of evidence by completing relevant sections of the Application Template.	❒
3	**Decide results**	Confirm the assessment results, and document these on the *Assessment Results* page of the Application Template.	❒
4	**Feedback and action plan**	Share the results with the candidate verbally and in writing. If the result is NYC, negotiate and document a suitable action plan to address gaps.	❒
5	**Give report to candidate**	Send or give the candidate your assessment report, listing assessment results, feedback and (if applicable) action plan. The Application Template has a space to document a report. You could give a copy of the entire template, or just the pages with the results and report, to the candidate.	❒
6	**Submit results and return portfolio to the RTO**	Return to the RTO: ● the completed Application Template with documented assessment results ● the candidate's portfolio.	❒

Appendix 1:
General guidance for recognition assessors

Removed

Appendix 2:
Example of a completed Application Template

> **This example shows what the Application Template will look like when the recognition assessment has been completed.**
>
> It shows all required sections filled in by both the candidate and the assessor.

Candidates

Will use this sample as a guide while they compile their recognition portfolio.

Sections to be completed by the candidate are shown in **blue** font.

Assessors

Use this sample as a guide when using the Application Template to document the quality of evidence provided and the assessment results.

Sections to be completed by the assessor are shown in **green** font.

Rto Name

Assessment Cover Sheet

TAE40110 Recognition Assessment

CANDIDATE to complete this section ▼	
Candidate name:	**Christine Candidate**
Company name:	Great Place to Work P/L
Address:	345 Anywhere Avenue Anywhere NSW 9876
Phone:	Daytime: 9999 9999 Evening: 8888 8888
Email address:	christine.candidate@somewhereonline.com.au **Fax:** 7777 7777

Candidate declaration

By signing below, I declare that:

- I have been advised of the recognition assessment process and understand my rights and responsibilities as a recognition candidate
- this portfolio is my own and contains no material written by another person except where due reference is made. I am aware that a false declaration may lead to the withdrawal of a qualification or statement of attainment.
- I choose to be assessed at this time.

Signed	*Christine Candidate*	Date	12 July 2016

> **Blue font** is used to show how the **candidate** completes relevant sections of the Application Template before submitting to the RTO

GENERAL ASSESSMENT INFORMATION—RTO or assessor to complete ▼	
Assessor name	Amazing Assessor
1. Date assessment process began	*20 July 2016*
2. Date assessment completed	*30 July 2016*

> **Green font** is used to show how the **assessor** uses the Application Template to document the assessment process, quality of evidence received and assessment results

Candidate portfolio

Section 1. Professional History

Instructions for candidates

Candidates, please compile and submit the evidence listed below. You'll see that there is space provided below for you to type a list of documents you submit, and to prove information about the evidence submitted. Contact your assessor if you have any questions.

Assessor comments are made using this green, italic font.

Assessor ticks relevant box to show result (satisfactory or not yet satisfactory)

Candidate to submit evidence listed below	Quality of evidence	
Assessor to complete the 'quality of evidence' column ▶	**S**	**NYS**
Portfolio presentation and organisation		
Is the portfolio well-organised, with: ● relevant sections of the assessment **Cover Sheet** completed as required?	☑	☐
Candidate information & professional history		
1	**Professional history** Submit at least one document that shows your professional background—e.g. CV, bio, etc). *See Attachment 1: Curriculum Vitae.* **Thanks Christine, CV is comprehensive and shows a strong history in both nursing and coaching.**	☑	☐
2	**Certified copies relevant qualifications, if applicable** Here include: ● qualifications in training and assessment that you currently hold, if any (e.g. BSZ40198 Certificate IV in Assessment and Workplace Training) and/or ● relevant tertiary qualifications, if any. *See Attachment 2—Certified copy of BSZ40198 Certificate IV in Assessment and Workplace Training (2002) (qualification plus transcript submitted)* *See attachment 3—Certified copy of Bachelor of Arts' Degree (2003).* **Fab!** ☺	☑	☐
3	**Professional development in the past year** a. Use the space below to <u>describe</u> what you have done to stay current with your training and assessment practice in the past year (or attach a separate document that gives this information). Examples of appropriate professional development include courses attended, qualifications in progress, associations you belong to, industry newsletters you	☑	☐

Assessor types comments

Candidate to submit evidence listed below	Quality of evidence	
Assessor to complete the 'quality of evidence' column ▶	**S**	**NYS**
subscribe to, communities of practice (e.g. LinkedIn Groups) or work activities that developed and extended you professionally.		

Examples of professional development undertaken in the past year include:
 	
● *I subscribe to the XYZ industry newsletter, which keeps me up to date with latest happenings in my industry.*
 	
● *I have attended the following courses/workshops:*
  – *Time management: 20 – 21 August 2013, Great Training Incorporated Training Company*
  – *E-learning and you: online webinar 1 December 2012, E-Learning Is Us Training Institute.*
 	
● *As part of my role as a team leader in my company, I have just completed a six-month project assessing the current performance of employees and determining professional development needs. I did this in partnership with an RTO we hired. We have now documented training needs that will guide training in my company for the next 12 months.* **This sounds like a comprehensive project that would have extended your skills.**		

b. Submit whatever <u>supporting documents</u> you can to back up your description above (e.g. participation certificates for programs attended, receipt of payment for workshop, etc).		
See the following attachments: ● *Attachment 4—Participation certificate for Time Management program (above)* ● *Attachment 5—Receipt for E-learning webinar (above)* **Terrific, thank you Christine.**	☑	☐

Results and comments for Section 1: Professional Background (assessor to complete)			
Result	✓	**Satisfactory**	**Not yet satisfactory**
Assessor comments	*Thorough explanations given above, with supporting documents to verify information. Well done!*		

Assessor documents results for each section

End of candidate information and professional history

Removed

Section 3. Evidence for each unit

Part 1: TAE40110 Core Units (7)

TAEDES401A Design and develop learning programs

Candidate Instructions:
Select two learning programs you have recently designed and developed. At least one program must be based on training package competency standards. Submit the evidence listed below.

TAEDES401A Design and develop learning programs	Assessor to complete shaded columns ▼		
Evidence Required	**Evidence provided (candidate to complete) ▼**	**S**	**NYS**
Background information about the evidence submitted: May be provided verbally or in writing			
1 **Program 1: Background information** Provide background information about this program—e.g. Why training was needed, who the client and learner group was, what was trained and how (delivery mode). Candidate types this Assessor types comments	*Program title: Researching the Market* *This is a 2-day face-to-face program that I developed for our senior sales staff. They need to be able to research our market to determine suitable target clients for each new product our company introduces. I developed this program 1.5 years ago and ran all existing senior sales staff through it. Now we run the program once every six months for senior management who are new to the role. I didn't initially develop this program to be competency-based, but have researched the training.gov.au website and identified the unit BSBMKG408B Conduct market research as relevant. I have shown that program content addresses this unit.* *See **attachment 7** for a copy of this unit.* **Thanks Christine, this background info is helpful.**	☑	☐

Rest of the portfolio removed

Assessment Results

Candidate name:	Christine Candidate
Assessor name:	Amazing Assessor Person

		Assessor to record results (C or NYC) in columns below	
		Result	Date
Core Units			
TAEDES401A	Design and develop learning programs	NYC	21 Jul 2016
TAEDES402A	Use training packages and accredited courses to meet client needs	C	19 Jul 2016
TAEDEL401A	Plan, organise and deliver group-based learning	C	17 Jul 2016
TAEDEL402A	Plan, organise and facilitate learning in the workplace	C	19 Jul 2016
TAEASS401B	Plan assessment activities and processes	C	20 Jul 2016
TAEASS402B	Assess competence	C	20 Jul 2016
TAEASS403B	Participate in assessment validation	C	20 Jul 2016
Elective units (please list below)			
TAEDEL301A	Provide work skill instruction	C	17 Jul 2016
BSBCMM401	Make a presentation	C	17 Jul 2016
TAEASS502B	Develop assessment tools	C	20 Jul 2015
Candidate feedback			
General Comments			
Portfolio was well-organised and easy to work through. Generally evidence provided was of a very good quality. Particularly impressive was evidence relating to assessment units. Candidate's extensive experience as an assessor stood out. Need more evidence before I'm able to assign a 'competent' result for TAEDES401A Design and develop learning programs. For details of evidence required, see detailed report for that unit.			
Assessor Sign-Off (assessor to sign after this document is printed)			
Assessor signature	*Amazing Assessor Person*	Date:	**21 July 2016**

The assessor must make sure they complete all sections of this results sheet.

The assessor must make sure that the correct three units are listed in the 'elective units' section.