

# RPL Information for prospective candidates

TAE40110 Certificate IV in Training and Assessment

Rto Name

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## Version control & document history

Date	Summary of modifications made	Version no.
15 July 2010	Version 1 finalised following validation.	v.1.0
11 May 2011	Some formatting changes. Added more info about third party reports. Updated sample portfolio to reflect changes to Application Template.	v.2.0
13 Oct 2011	Updates to reflect changes made as part of major review 2011 plus transition to TAE10 v2.	v.3.0
18 Oct 2011	Replaced reference to NTIS with reference to TGA.	v.3.1
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12 Apr 2012	Reference to OHS changed to WHS	v.3.3
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02.02.2015	Reviewed content to ensure currency; updated references to VET stakeholders (e.g. SNR changed to Standards for RTOs)	v.4.1
31 Mar 2015	Updated from BSBCMM401A to BSBCMM401	v.4.2
19 Jan 2016	Updated to reflect changes to TAE40110 units	v.5.0

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# Introduction

## About Rto Name

Thank you for your interest in attaining TAE40110 Certificate IV in Training and Assessment with Rto Name (Rto Code).

## Use of terms

In this document, the term **TAE40110** refers to TAE40110 Certificate IV in Training and Assessment.

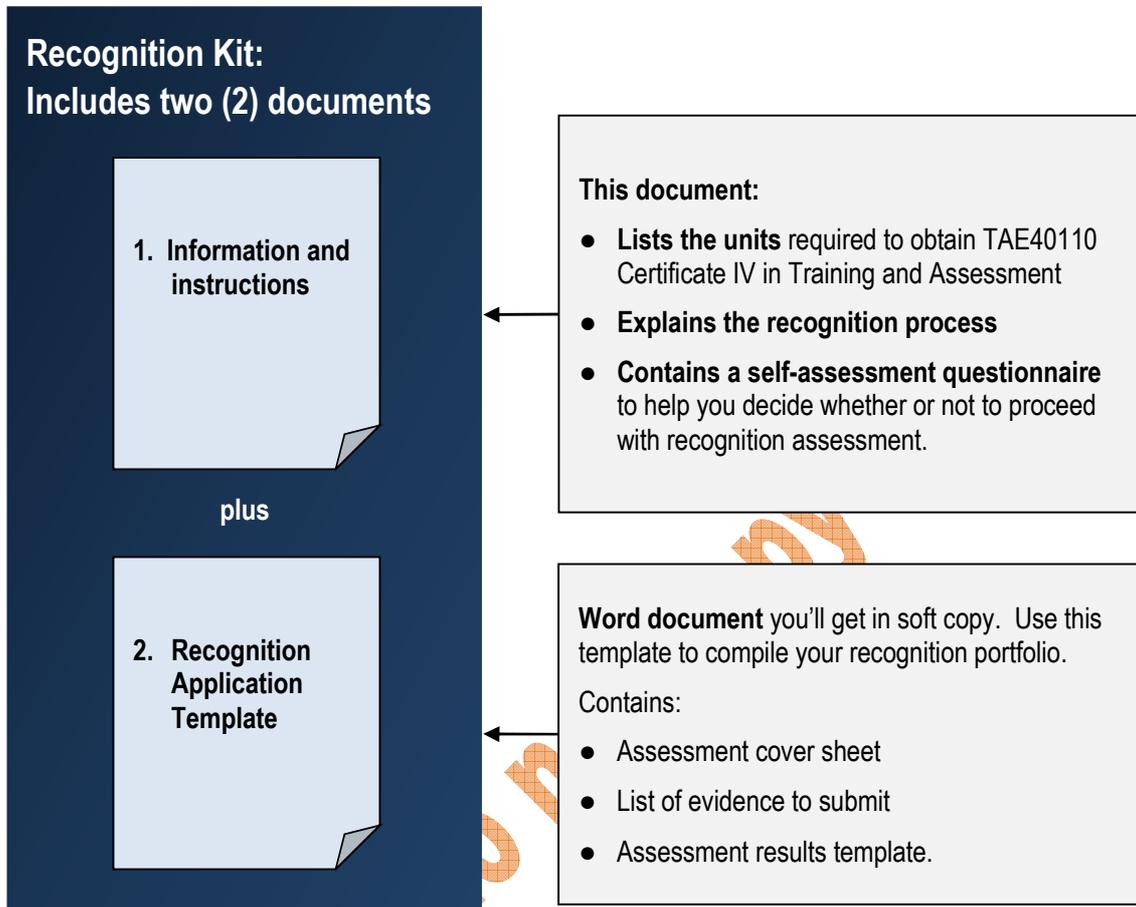
## Contact Rto Code if you have any questions

Phone	blah
Email	blah
Web	blah
Address	blah

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## Documents that make up this recognition kit

Figure: TAE40110 Recognition Kit



### How to use this 'info' document

1. Read this document. Complete the steps listed.
2. Make a decision about whether or not to update to the TAE40110 via recognition assessment. Contact Rto Code for help making a decision, if needed.
3. Let us know your decision. If you decide that recognition assessment isn't for you, we can help you identify other options.

# Step 1:

## TAE40110 qualification requirements

### Ten (10) units required

To obtain the TAE40110 Certificate IV in Training and Assessment, candidates must demonstrate 'competence' in a total of **10 units of competency**.

### TAE40110 Core units (7)

The table below lists the seven core units required to attain TAE40110:

Competency Field	Unit	
Design	TAEDES401A	Design and develop learning programs
	TAEDES402A	Use training packages and accredited courses to meet client needs
Delivery	TAEDEL401A	Plan, organise and deliver group-based learning
	TAEDEL402A	Plan, organise and facilitate learning in the workplace
Assessment	TAEASS401B	Plan assessment activities and processes
	TAEASS402B	Assess competence
	TAEASS403B	Participate in assessment validation

### TAE40110 Elective Units (3)

To obtain TAE40110, you must submit evidence of competence in three (3) elective units. The table below lists the elective units that are offered in this recognition kit. Choose three (3) of the four units listed below, or select different elective units (see information starting on the next page):

Competency Field	Unit	
LLN	TAELLN411	Address adult language, literacy and numeracy skills
Delivery	TAEDEL301A	Provide work skill instruction
	TAEDEL404A	Mentor in the workplace
	BSBCMM401	Make a presentation (imported unit; aligns to delivery field)

## Prefer to select different elective units?

This is fine. Other elective units you may choose are listed below. Contact Rto Code and we can help you with your choices.

### Different TAE40110 elective units that may be chosen



**Evidence required for these units is not listed in this recognition kit.**

If you want to apply for recognition in one of these units, contact Rto Code. We can help you analyse the competency standards and identify suitable evidence.

Competency field	TAE40110 Elective Unit
Delivery	TAEDEL403A Coordinate and facilitate distance-based learning
	TAEDEL501A Facilitate e-learning
Assessment	TAEASS502B Design and develop assessment tools
Training Advisory Services	TAETAS401A Maintain training and assessment information

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# Step 2:

## Read how recognition assessments work

### What is a recognition assessment?

**Recognition assessment** is a process that allows a candidate—you—to attain a nationally-recognised qualification or statement/s of attainment based on skills and knowledge gained through previous experiences, including formal and/or informal learning.

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## **Frequently asked questions about recognition assessments**

### **May I apply for recognition assessment for some TAE40110 units, and enrol in training for others?**

Absolutely! This combined approach is a great way to formally acknowledge your existing skills and experience (recognition), and update your skills with training where appropriate. Contact Rto Code if you think a combination of training and recognition assessment is right for you. We can help clarify your choices.

### **Does my enrolment in RPL guarantee that I'll be awarded TAE40110?**

No. Enrolment in RPL does not guarantee a competent result. RPL is an assessment process that allows people (like you) with existing skills and knowledge to be formally recognised for their abilities. When you enrol in RPL, you enrol to be assessed. Your assessor will decide the assessment result after reviewing your portfolio.

But... we don't want to take your enrolment without first discussing your best choices with you. This is why it's so important to read this document carefully.

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## **The recognition assessment process at a glance**

The flow chart below illustrates how recognition assessments are administered at Rto Code:

**Flow chart diagram removed**

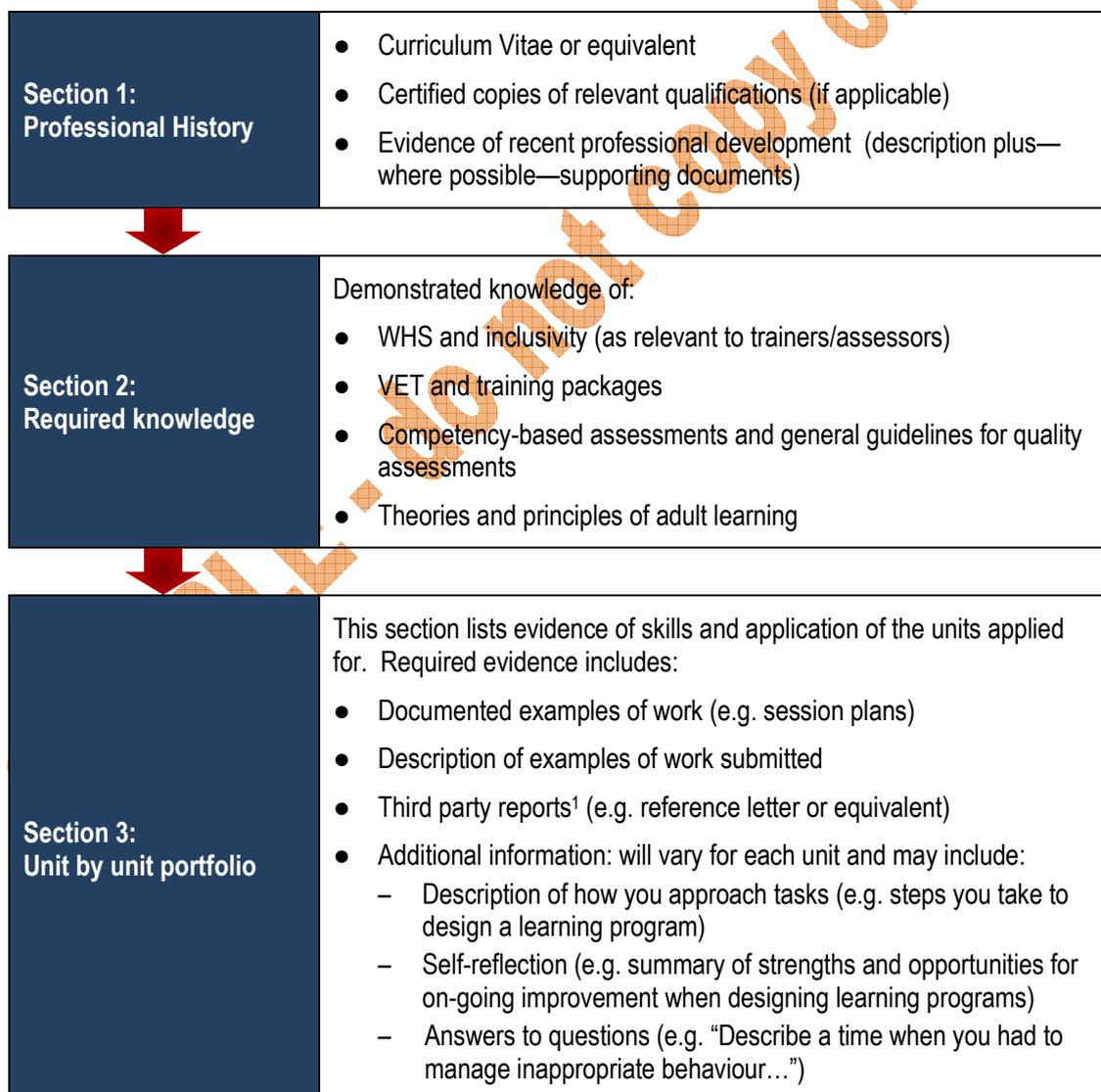
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# Step 3:

## Read about evidence you'll be asked to submit to attain TAE40110

The Application Template lists evidence the candidate (you) must submit to be successful in your application for recognition. You will be asked to submit three broad categories of evidence as follows:

**Figure: Summary of evidence required to attain TAE40110 via a recognition pathway**



<sup>1</sup> See next page for more information about third party reports.

## Third party reports

For each unit you are seeking recognition for, you will be asked to provide a **certified copy** of a detailed reference letter, performance review report, or equivalent from a supervisor or equivalent in your workplace.

**One third party report (e.g. a detailed reference letter) may be used as evidence of competence in more than one unit.**

You shouldn't need to get separate third party reports for each of the 10 TAE40110 units

### Some tips for organising well-written reference letters



#### Tip 1:

#### Choose the right referee as your third party reporter

The right referee/s:

- are credible—e.g. a supervisor or equivalent, preferably with a background in training and assessment
- work closely enough with you to give detailed comments about your workplace performance as relevant to one or more TAE40110 units
- can comment on your workplace activities as relevant to more than one TAE40110 unit. Ensure a combination of referees so that all 10 units are covered.

#### Organising third party reporters (referees)

Below is just one example of how you could organise referees:

##### Current Supervisor

Ask this person to list and describe recent examples of having done the following at work:

- designed and developed competency-based learning programs (relevant to TAEDES401A and TAEDES402A)
- planned and delivered group-based training (relevant to TAEDEL401A)
- planned, developed and conducted competency-based assessments (relevant to TAEASS401B and TAEASS402B)
- participated in assessment validation sessions (relevant to TAEASS403B)

##### Someone you recently coached 1:1 in the workplace

Ask this person to comment on 1:1 coaching you recently facilitated in the workplace (relevant to TAEDEL402A).

example

**Tip 2:  
Brief your referee carefully**

- Tell them which units you'd like them to cover in their reference letter or other third party report for. For each unit, ask your referee to:
  - describe recent, relevant workplace activities you have undertaken and
  - comment on how well you completed these tasks
- Show them the sample of the well-written reference letter on the next page.

OR...



**Tip 3:**  
**Make it easy for the referee... draft the letter yourself** and send to the referee in soft copy. Ask the referee to modify as desired, print on letterhead, and sign.

**Characteristics of a well-written reference letter or other third party report**

All reference letters or other forms of third party reports must be certified copies. Well-written reference letters:

- are written by a credible third party reporter who works closely enough with you to provide detailed comments about your skills, knowledge and experience.
- list and describe a range of specific, recent examples of training and assessment activities undertaken as part of your job.
- are written on company letterhead and signed.
- include contact details of the third party reporter.
- address more than one unit of competence.

**An example**

The figure on the next page shows an example of a well-written reference letter. It reflects the criteria noted above and provides third party evidence of competence in:

- six of the seven TAE40110 core units<sup>2</sup> and
- three elective units.

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<sup>2</sup> TAEDEL402A Plan, organise and facilitate learning in the workplace is the only core TAE40110 unit not addressed.

Figure: Example of a well-written reference letter

**Date is important: shows how current the evidence is**

Today's Date

**Letterhead is important!** → Company Letterhead: Amazing RTO Incorporated

**Good to show length of time working**

Dear TAE Assessor,

**Re: Name of candidate**

I am the RTO Manager for Amazing RTO Incorporated and am writing to verify that J. Candidate has worked for our RTO as a trainer and assessor since 2008.

Below is a summary of work J. Candidate has recently completed for Amazing RTO Incorporated:

**Learning program design** ← **Relevant to TAEDES401A and TAEDES402A—good to show experience working within VET frameworks**

Last year J. Candidate updated our Zippy Presentation Skills program and adjusted the program content to address requirements of the unit, BSBCMM401 Make a presentation. Our RTO successfully added BSBCMM401 to our scope of registration thanks for J. Candidate's efforts. He created the facilitator guide and worked with us to research and select suitable learner workbooks. He also designed the assessment tool and organised and facilitated an online validation session of the tool. Feedback on the program to date has been very good.

**Training delivery**

J. Candidate delivers a number of programs to our RTO clients. Clients come from a variety of industries. Feedback from participants is always positive. Below is a list of programs that J. Candidate has delivered in the past year:

- Zippy Presentation Skills (competency-based program)
- Parachuting for Punters
- Fire-eating for First-Timers ← **Relevant to TAEDEL401A plus BSBCMM401 and perhaps TAEDEL301A (elective)**
- Excel with Excel.

**Assessment**

J. Candidate assesses all candidates of the Zippy Presentation Skills Program. Paperwork is always thorough and submitted promptly. ← **Relevant to TAEASS402B**

Our RTO requires all assessors to participate in at least two assessment validation sessions each year as part of their ongoing Professional Development. Our records show that J. Candidate participated in 2 assessment validation sessions last year, one session earlier this year, and is booked to attend another session later this year.

**Overall**

J. Candidate is a motivated and skilled trainer/assessor. We are pleased with his work to date and look forward to continued work with him. Please contact me if you have any more questions.

Sincerely,

 ← **Signature is important, as are contact details of the referee.**

Bossy Bob

RTO Manager: Amazing RTO Incorporated  
 P: 9999 9999 M: 0400 000 000 E: bb@arto.com.au

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# Step 4:

## Should I or shouldn't I?

Complete the questionnaire below to help you decide whether or not to enrol in TAE40110 as a recognition candidate:

		Yes	No
1	<b>Professional history:</b> Am I able to provide proof of my professional history, and does that history demonstrate recent experience as a trainer or assessor in a VET context?		
	a CV or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
	b Documented proof of professional development	<input type="checkbox"/>	<input type="checkbox"/>
2	<b>Required knowledge:</b> Can I demonstrate my current knowledge and understanding of:		
	a WHS and inclusivity	<input type="checkbox"/>	<input type="checkbox"/>
	b Removed	<input type="checkbox"/>	<input type="checkbox"/>
	c Removed	<input type="checkbox"/>	<input type="checkbox"/>
	d Removed	<input type="checkbox"/>	<input type="checkbox"/>
3	<b>Unit by unit portfolio:</b> Can I provide documented evidence of my ability to:		

**Remainder of the questionnaire removed**

### Interpreting responses

- If you answered 'yes' to all questions RPL looks like a good option for you.
- If you answered 'yes' to some questions but not all, you may still be eligible to attain some TAE40110 units by RPL and others by training.
- If you answered 'no' to most questions, training (not RPL) may be your best option.

# Step 5: Next steps

## **If you decide to proceed with RPL...**

1. Contact Rto to finalise enrolment.
2. Once enrolled, we'll send you a soft copy application template to complete as you compile your portfolio.

## **If you decide not to proceed...**

Contact Rto Code to discuss alternative options. Options may include:

- attain some TAE40110 units by RPL and participate in training for others
- participate in training for all units.

end of document

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