



RPL Application Template

TAE40110 Certificate IV in Training and Assessment

Rto Name

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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 finalised following validation.	v.1.0
11 May 2011	Some formatting changes. TOC added. No content changes.	v.2.0
04 Oct 2011	Updates to reflect changes made as part of major review 2011 plus transition to TAE10 v2.	v.3.0
18 Oct 2011	Removed reference to NTIS and replaced with TGA	v3.1
10 Aug 2012	Replaced reference to OHS with reference to WHS	v3.2
24 Sep 2012	Minor change to evidence requirements for TAEDEL401A – Both consecutive sessions must be substantial (not just one)	v.3.3
05 Oct 2012	Reference to DEEWR replace by DIISRTE	v.3.4
08 Feb 2013	Template aligned to new template for TAA-TAE Update.	v.4.0
02 Apr 2013	Reference to DIISRTE replaced by DIICCSRTE	v.4.1
15 Nov 2013	Reference to DIICCSRTE replaced by Dept of Industry. Modified question about units to reflect new TP structure.	v.4.2
29 Dec 2013	TAELLN411 added to kit	v.5.0
18 Nov 2014	Reference to SNR replaced by Standards to RTOs; modified wording of knowledge questions	v.5.1
02 Feb 2015	Reference to Dept of Industry replaced by Dept of Education and Training	v.5.2
31 Mar 2015	Updated from BSBCMM401A to BSBCMM401	v.5.3
19 Jan 2016	Updated to reflect changes to TAE40110 units and VET	v.6.0

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How to use this document

Instructions for candidates

Use this document to compile your portfolio of evidence for TAE40110 Certificate IV in Training and Assessment.

Contacting Rto Code

You may contact Rto Code at any time with your questions:

Phone	blah
Fax	blah
Web	blah
Mailing address	blah
Street address	blah

Instructions for assessors

Assessors, when reviewing evidence submitted by the candidate, please document comments about the quality of the evidence and the assessment results by completing the sections of this kit identified for the assessor to complete.

If there are any gaps in evidence, explain in detail the nature of the gaps and suggested actions to fill them.

Make sure your comments are easy to distinguish. This document has a style called **assessor comment**. It looks like this: **assessor comments**. Please apply this style to all comments, so that they are easily identifiable.

This application template has three (3) sections

Section 1 Professional History	<ul style="list-style-type: none">• Professional history• Relevant qualifications held (if applicable)• Recent professional development
Section 2 Required knowledge	Demonstrated knowledge of: <ul style="list-style-type: none">• Safety (WHS) as relevant to training and assessment• VET and training packages• Competency-based assessment (principles and guidelines for quality assessment)• Theories and principles of adult learning.
Section 3 Unit-by-unit portfolio	This section asks for evidence of required skills and application for each TAE40110 unit.

Requirements for a competent result in each unit

For a competent result in each unit, candidates must attain satisfactory results for all three parts of this portfolio described above.

Rto Name

Assessment Cover Sheet

TAE40110 Recognition Assessment

CANDIDATE to complete this section ▼			
Candidate name:			
Company name:			
Address:			
Phone:	Daytime:	Evening:	
Email address:		Fax:	
<p>Candidate declaration</p> <p>By signing below, I declare that:</p> <ul style="list-style-type: none"> • 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		Date	

GENERAL ASSESSMENT INFORMATION—RTO or assessor to complete ▼	
Assessor name	
1. Date assessment process began	
2. Date assessment completed	

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.

Candidate to submit evidence listed below		Quality of evidence	
		S	NYS
Assessor to complete 'quality of evidence' column ►			
Portfolio presentation and organisation			
Is the portfolio well-organised, with:		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 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). <i>To the candidate: Replace this text with you description of the document submitted, and where in the portfolio your assessor will find it—e.g. See Attachment 1 – CV.</i>	<input type="checkbox"/>	<input type="checkbox"/>
2	Certified copies relevant qualifications, if applicable Here include: <ul style="list-style-type: none"> 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. <i>To the candidate: Replace this text with a list of relevant qualifications submitted (if applicable), and explain where in your portfolio your assessor will find them—e.g. See Attachment 2 – certified copy of BSZ40198.</i>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>

Candidate to submit evidence listed below		Quality of evidence		
Assessor to complete 'quality of evidence' column ►		S	NYS	
	subscribe to, communities of practice (e.g. LinkedIn Groups) or work activities that developed and extended you professionally. <i>Please replace this text with your description above.</i>			
	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). <i>Replace this text with a list of supporting documents submitted.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Results and comments for Section 1: Professional Background (assessor to complete)				
Result	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Not yet satisfactory
Assessor comments				

End of candidate information and professional history

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Section 2. Required knowledge

Instructions for candidates

Answer the questions below. Responses must address all parts of the question and be about 100-150 words (general guide only).

Candidates to submit evidence of the required knowledge listed below		Quality of evidence	
		S	NYS
Assessor use ►			
1	Knowledge of WHS and inclusivity (required knowledge for all TAE40110 units)		
a.	Summarise your WHS responsibilities as a trainer / assessor. To do this: <ul style="list-style-type: none"> List and things you do before, during, and after training to ensure a healthy and safe learning experience and environment. Who do you consult with on safety issues in your workplace? 	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Replace this text with your response</i>		
b.	List safety information you routinely give learners or candidates before or at the start of training	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Replace this text with your response</i>		
c.	In a training and assessment context, what does it mean to be 'inclusive'? Give 2 examples of inclusive practice when designing, delivering or assessing.	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Replace this text with your response</i>		
2	Knowledge of VET and training packages (required knowledge for TAE40110 Design and Assessment field units)		
a.	What is the AQF? Describe how trainers and assessors use the AQF.	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Replace this text with your response</i>		

SAMPLE

Remaining knowledge evidence removed

End of required knowledge

Section 3. Unit-by-unit portfolio

Quality of evidence: **S** = Satisfactory **NYS** = Not yet satisfactory

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

Quality of evidence (assessor to complete) ▼

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).	<i>To the candidate: Type background information here.</i>		<input type="checkbox"/>	<input type="checkbox"/>
2	Program 2: Background information Provide information about program 2 as above.	<i>To the candidate: Type background information here.</i>		<input type="checkbox"/>	<input type="checkbox"/>
Documents Required: Must be typed, workplace documents					
Competency-based learning program					

TAEDES401A Design and develop learning programs		Quality of evidence (assessor to complete) ▼		
Evidence Required		Evidence provided (candidate to complete)	S	NYS
3	Learning program plan Submit a competency-based learning program plan that includes program outcomes, a learning agenda, delivery and assessment methods, and a list of resources to be used.	<i>To the candidate: Replace this text. Use this space to refer to the attached learning program plan in the portfolio – e.g. See Attachment 5 – Learning program plan for XYZ client.</i>	<input type="checkbox"/>	<input type="checkbox"/>
4	Competency standards Submit a copy of the unit/s of competency addressed in the program. Printout from the training.gov.au website is fine.	<i>To the candidate: Replace this text. Use this space to refer to the attached copy of the unit addressed in the learning program – e.g. See Attachment 6 – copy of XXX unit.</i>	<input type="checkbox"/>	<input type="checkbox"/>
5	Competency matrix or equivalent Submit a document that shows the link between the learning program content and the competency standard/s addressed.	<i>To the candidate: Replace this text. Use this space to refer to the attached competency matrix in the portfolio – e.g. See Attachment 7 – Learning program plan for XYZ client.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Second learning program (may be competency-based, but doesn't need to be)				
6	Learning program plan The plan should include outcomes, learning agenda, delivery and assessment methods, and a list of resources required, as a minimum.	<i>To the candidate: Replace this text. Use this space to refer to the attached learning program plan in the portfolio – e.g. See Attachment 8 – Learning program plan for ABC client.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Third party evidence				
7	Reference letter or equivalent Submit a detailed reference letter or equivalent that verifies the evidence submitted and describes recent workplace activities and achievements relevant to this unit.	<i>To the candidate: Use this space tell your assessor which reference letter they should refer to—e.g. See Attachment 9 – Reference from XYZ person.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Information				
8	Step-by-step description of what you did Choose one of the two programs submitted above. Give a detailed, step-by-step description of steps you took to design and develop the learning program.	<i>To the candidate: replace this text with your description.</i>	<input type="checkbox"/>	<input type="checkbox"/>

TAEDES401A Design and develop learning programs

Quality of evidence (assessor to complete) ▼

Evidence Required		Evidence provided (candidate to complete)	S	NYS
9	<p>Feedback and self-reflection Summarise feedback you have received as a learning program designer. If possible, submit written feedback (e.g. feedback form or email). Discuss your strengths as a learning program designer and identify opportunities for ongoing improvement.</p>	<p><i>To the candidate: replace this text with your self-reflection.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

RESULTS FOR TAEDES401A Design and develop learning programs (assessor to complete)

Assessor to tick relevant box below ▼

Has the evidence provided demonstrated the candidate's competency against: <i>Assessors: Circle correct answer or delete incorrect answer</i>	All elements and performance criteria for this unit?		Required knowledge and skills for this unit?		Critical aspects for assessment and evidence required?		RESULT:	
	Yes	No	Yes	No	Yes	No	Competent	
	Yes	No	Yes	No	Yes	No	Not yet competent	
<p>Assessor comments (if result is 'Not Yet Competent' use this space to list additional evidence needed)</p>								

Remaining units removed