

RTO logo here

ASSESSMENT DOCUMENT



BLACKWATER
PROJECTS

RPL Application Template

TAE40116

TAE40116 Certificate IV in Training and Assessment
from the TAE Training Package

This document belongs to:

Copyright

© 2016 Blackwater Projects.

All rights reserved.

This document was developed by Blackwater Projects learning and development consultancy and is used under license. It may only be reproduced or copied strictly in accordance with the terms of that license.



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

This is version	→	1.1
Date released	→	24 October 2016

Contents

Assessment Cover Sheet.....	4
Assessment Results.....	5
How to use this document.....	6
Instructions for candidates.....	6
Questions? Contact us.....	7
Professional history.....	8
Unit-by-unit portfolio—instructions.....	9
Sample portfolio TAEDEL301 Provide work skill instruction.....	12
Portfolio—TAE40116 core units.....	16
TAEDES401 Design and develop learning programs.....	16
TAEDES402 Use training packages and accredited courses to meet client needs.....	20
TAEELN411 Address adult language, literacy and numeracy skills.....	24
TAEDEL401 Plan, organise and deliver group-based learning.....	28
TAEDEL402 Plan, organise and facilitate learning in the workplace.....	32
TAEASS401 Plan assessment activities and processes.....	36
TAEASS402 Assess competence.....	40
TAEASS403 Participate in assessment validation.....	45
TAEASS502 Design and develop assessment tools.....	49
Portfolio—TAE40116 elective unit (choose 1).....	53
Information and instructions.....	53
BSBCMM401 Make a presentation.....	54
TAEDEL301 Provide work skill instruction.....	57
TAEDEL404 Mentor in the workplace.....	60

Rto Name

Assessment Cover Sheet

Recognition of Prior Learning TAE40116 Certificate IV in Training and Assessment

CANDIDATE to complete this section			
Name			
USI *			
Address			
Phone	Daytime		Evening
Email			
Company name			
Date submitted			
<p>Candidate declaration—By signing below, I declare that:</p> <ul style="list-style-type: none"> I have been advised of the assessment requirements, have been made aware of my rights and responsibilities as an assessment candidate, and choose to be assessed at this time this portfolio contains my own work except where I have made due reference to work by other/s. I am aware that a false declaration may lead to withdrawal of a qualification or statement of attainment. 			
Candidate signature*			Date signed
<p>* Candidates must provide a REAL signature. If submitting your portfolio electronically, <u>either</u> insert an electronic signature in the space above, <u>or</u> print this page, sign it, then submit a scan of the signed page.</p>			
ASSESSOR to complete this section			
Name of assessor			
Date portfolio received			
Date portfolio review completed			

* USI stands for **Unique Student Identifier**. If you don't yet have a USI go to: <http://www.usi.gov.au/create-your-USI/Pages/default.aspx> Use this USI every time you enrol in nationally recognised training or assessment.

Assessment Results

Assessor to complete after reviewing the candidate's portfolio

Candidate	
Assessor	

Result for each unit

Competent (C) ▪ Not Yet Competent (NYC) ▪ Not Assessed (NA) →

		RESULTS	
		C, NYC or NA	Date
TAE40116 Core Units (9)			
TAEDES401	Design and develop learning programs		
TAEDES402	Use training packages and accredited courses to meet client needs		
TAELLN411	Address adult language, literacy and numeracy skills		
TAEDEL401	Plan, organise and deliver group-based learning		
TAEDEL402	Plan, organise and facilitate learning in the workplace		
TAEASS401	Plan assessment activities and processes		
TAEASS402	Assess competence		
TAEASS403	Participate in assessment validation		
TAEASS502	Design and develop assessment tools		
TAE40116 Elective Unit (1)			
BSBCMM401	Make a presentation		
Comments			
Assessor to replace this text with assessment feedback and action plan (if applicable)			
Assessor sign-off			
Assessor Signature		Date	

How to use this document

Instructions for candidates

Thank you for applying for recognition of prior learning (RPL) assessment with Rto Name (Rto Code).

Use this application template to present your portfolio of evidence for TAE40116 Certificate IV in Training and Assessment or for selected TAE40116 units

What to do

1. Compile evidence of your competence in each TAE40116 unit for which you are seeking RPL. Follow instructions and examples given in this Application Template.
2. Organise your portfolio for submission. Make sure you:

1	Complete all sections of this Application Template , including the Assessment Cover Sheet	<input type="checkbox"/>
2	Have suitable referee/s verify recent work activities you describe in your portfolio	<input type="checkbox"/>
3	Provide <u>certified</u> copies of any qualifications or third party reports you submit	<input type="checkbox"/>
4	<p>Organise your portfolio as follows:</p> <ul style="list-style-type: none"> • Position this completed RPL Application Template at the top of your portfolio. Submit it in <u>Word</u> format so your assessor can add comments • Refer to your supporting evidence by typing into relevant sections of this RPL Application Template. Here's an example: <ul style="list-style-type: none"> – In this Application Template, type something like, "See Attachment 10 – Session Plan Customer Service Training" – Then, clearly label the attachment so your assessor can easily locate it in your portfolio—e.g. "Attach_10_SessionPlan_CustService" • Position all supporting evidence so each item appears in the same order that you refer to them in this Application Template <p>If submitting your portfolio:</p> <ul style="list-style-type: none"> • electronically—organise all evidence into a Zip folder or equivalent • in hard copy—organise all evidence into a ring binder or equivalent, and add a table of contents <p>If your portfolio is disorganised, we will return it without marking and ask you to re-organise, then re-submit.</p>	<input type="checkbox"/>
5	<p>Make a back-up copy of your portfolio</p> <p>If submitting a hard copy portfolio, DO NOT submit original documents. We will not return your portfolio to you.</p>	<input type="checkbox"/>




Organising your portfolio: an example

If submitting your portfolio electronically, below is an example how you could organise your portfolio:



Image removed

Do not copy or use

3. Submit your portfolio

	Mail to	Blah
	Upload a Zip folder with your portfolio to	Blah
	Email a Zip folder with your portfolio to	Blah

Questions? Contact us

?		Phone	Blah
		Email	Blah

Professional history

Instructions

Answer the questions below. Attach supporting documents where applicable.

		RESULTS	
Assessor to complete shaded areas		S	NYS
Tell us about your professional history			
1	Describe the industry in which you train or assess	<input type="checkbox"/>	<input type="checkbox"/>
To the candidate: replace this text with your response			
2	Describe your current (or most recent) work role. Include: <ul style="list-style-type: none"> a. Organisation you work/ed for b. Key duties of your role c. Types of training design, delivery and/or assessment activities that form part of this role. 	<input type="checkbox"/>	<input type="checkbox"/>
To the candidate: replace this text with your response			

Remaining professional history items removed from this sample

End of professional history

Unit-by-unit portfolio—instructions

Instructions

Use the rest of this Application Template to compile and present your portfolio of evidence for each TAE40116 unit. Before you start compiling your portfolio:

1. Read information below
2. Read the example of a completed portfolio starting on page 11. Use this example to guide you as you compile your portfolio.

Definitions

Recently

For all TAE40116 units, we ask you to submit evidence of having 'recently' completed relevant work tasks. By 'recently' we mean tasks that you have completed:

- within the past 12 months (preferred), and
- no more than 5 years ago.

Replace this text with your response

This phrase is used throughout this Application Template to indicate parts of the template that you should replace and type over with your own response.

Your response may include any or all of the following:

- a written response to a question
- a written description of what you have done or what you know
- reference to supporting evidence you have included in your portfolio.

Use the sample portfolio starting on page 11 as a guide.

How the portfolio template for each unit is structured

The portfolio template for each unit has an introduction, then five (5) sections

Introduction

This section summarises unit requirements and lists examples of supporting evidence you may provide to demonstrate your competence in the unit.

TIP

We provide examples of supporting evidence to prompt ideas

- You don't have to submit all items listed for each unit
- You may identify suitable evidence that is not listed

Section 1 – Recent work activities relevant to the unit

In this section we ask you to summarise your recent work activities relevant to the unit.

Section 2 – Recent example

In this section we ask you to identify **one recent example** of having completed the work activity covered in the unit, then:

- describe how, when and with whom you carried out the activity (step-by-step)
- submit supporting evidence to back up your description.

Remaining information removed from this sample

An example

The next page shows an example of a completed portfolio. In this example, the unit assessed is TAEDEL301 Provide work skill instruction.

We have used **purple text and shading** to distinguish this example from your own portfolio.

Use this example to guide you as you compile your portfolio.

Sample portfolio

TAEDEL301 Provide work skill instruction

Introduction

Summary of evidence requirements for this unit

You must submit evidence of having recently provided work skill instruction to different individuals or small groups on at least 3 different occasions

Evidence you could submit for this unit includes but is not limited to:

- Session plans or learning plans that you followed, or personal notes you prepared for each session
- Copies of procedures or equivalent that you instructed or demonstrated
- Examples of emails and other correspondence showing how you organised, conducted, or reviewed sessions conducted
- Recording (video or audio) or live demonstration of you providing work skill instruction
- Documented feedback from learner/s
- Performance review or other document that shows feedback on your performance

TAEDEL301—Recent work activities relevant to this unit

Summarise your work experience relevant to this unit—emphasise experience in the past 5 years

I work in a child care centre that caters to infants from 6 months old, to school age. I am a senior carer in the 3-5 age group room. About six months ago, I started helping new staff with their induction training. The Centre Director holds her Certificate IV in Training and Assessment, and she has helped me build my skills in providing work skill instruction. I teach about 1 session every 2 weeks, or as needed. I teach a mix of administrative skills (e.g. filling in forms and time sheets), and practical skills (e.g. how to make playdough for a craft activity).

TAEDEL301—Recent example

Identify one recent situation when you provided work skill instruction to an individual or a small group. Based on this example, describe how you did the following (submit supporting evidence where appropriate):

1	Organised the training (the instruction and demonstration)	<p>Last month, I helped to induct two new employees. They needed to learn how to report incidents that occur in the centre.</p> <p>We scheduled 30 minutes at the end of the day for the training. At this time some children have gone home, so we can take some staff 'offline' to do training and still maintain our carer-to-child ratio. See:</p> <ul style="list-style-type: none"> • Attachment 03 – Incident Reporting Procedure for a copy of the work process I trained.
----------	---	--

		<ul style="list-style-type: none">• Attachment 04 – Incident Report Form. I taught them how to fill in this form.• Attachment 05 – Scan of personal notes I made in preparation for the session. I didn't use a formal session plan.
--	--	---

Remainder of this example portfolio removed

SAMPLE - Do not copy or use

end of example

Portfolio—TAE40116 core units

TAEDES402

Use training packages and accredited courses to meet client needs

Introduction

Summary of evidence requirements for this unit

You must submit evidence of having recently used a training package as the basis for training design, delivery or assessment on two (2) separate occasions (alternatively, on one occasion you may analyse an accredited course)

Evidence you could submit for this unit includes but is not limited to:

- A documented competency-based learning program plan or outline that shows the content and structure of a learning program you designed, plus documentation that shows how the program content meets requirements of at least one unit of competency or accredited course module
- A documented competency-based assessment plan that shows how you propose to assess individuals against a particular unit of competency or accredited course module
- A documented client proposal in which you describe a client group and recommend a nationally-recognised qualification—including recommended choice of core and elective units for the particular client
- Copies of the unit/s of competency (and assessment requirements) or accredited course curricula covered in the proposals and/or plans that you submit
- Copies of the qualification packaging rules relevant to the proposals and/or plans you submit
- Examples of emails and other documents showing how you analysed training package specifications.

TAEDES402—Recent work activities relevant to this unit

Summarise your work experience relevant to this unit—emphasise experience in the past 5 years

Replace this text with your response

TAEDS402—Recent example

Identify one recent situation when you used a training package as the basis for training or assessment. If you are also applying for RPL in TAEDS401 Design and develop learning programs or in TAEASS401 Plan assessment activities and processes, we recommend that you choose the same example that you used for either of these two units. This will save you time.

Based on this example, describe how you researched, identified and analysed the relevant training package and unit/s of competency in order to identify requirements for the learning or assessment activity you were planning. To do this, explain how you:

1	<p>Selected the appropriate training package or accredited course</p> <p>Here, explain how you researched suitable training packages (or accredited courses) and explain why you chose the training package that you did</p>	<p>Replace this text with your response</p>
2	<p>Analysed and interpreted the qualification rules of the relevant qualification (and identified suitable elective unit/s if applicable)</p>	<p>Replace this text with your response</p>
3	<p>Analysed and interpreted the unit/s of competency (or accredited modules)</p> <p>Describe the process you used to <u>analyse</u> the units</p>	<p>Replace this text with your response</p>
4	<p>Contextualised the units and modules</p> <p>Explain how you <u>contextualised</u> the unit/s to ensure relevance to your client/s</p>	<p>Replace this text with your response</p>
5	<p>Analysed and interpreted assessment information</p> <p>Explain how you analysed the assessment requirements for the unit/s, and how this guided your decisions about the learning or assessment activity you were planning</p>	<p>Replace this text with your response</p>

TAEDS402—Evidence of workplace performance

List examples of how you have recently performed the following. Attach supporting evidence that backs up your claims:

1	Analysing a training package and/or accredited course , to examine its component parts, identify relevant qualifications and units of competency or modules, and contextualise those to meet the specific needs of one client	The example described above should cover this requirement.	
2	Demonstrate a minimum of two examples of analysing training specifications , including at least one training package; the other may be another training package or an accredited course that meets a specific client need	1	Use the example described above as your first example
		2	Replace this text with your response—describe another example of how you have used training packages and accredited courses as the basis for training and assessment; submit supporting document/s that back up your description (e.g. a second competency-based learning program, assessment plan, or assessment tool).

TAEDS402—Knowledge evidence

Describe your knowledge of each item listed below:

1	Australian Qualifications Framework (AQF) guidelines, including characteristics of AQF qualification types	Replace this text with your response	
2	Functions and responsibilities of training package developers, and course accreditation agencies, and their roles as key vocational education and training (VET) organisations	Replace this text with your response	
3	Dimensions of competency	Replace this text with your response	
4	Format and structure of accredited courses	Replace this text with your response	
5	Format and structure of units of competency, and assessment requirements	Replace this text with your response	
6	Function of training packages and accredited curriculum as benchmarks in a competency-based VET training and assessment system	Replace this text with your response	

Remaining knowledge evidence items removed

TAEDS402—Third party verification

Name one third party referee who can verify the authenticity of evidence you submit for this unit. Your assessor may contact this referee with questions about your portfolio.

Full name of referee	Replace this text with your response
----------------------	--------------------------------------

Remainder of the third party questionnaire removed

Assessment Results (assessor to complete this section)		
TAEDS402 Use training packages and accredited courses to meet client needs		
Results for		
Recent example	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not yet satisfactory
Evidence of workplace performance	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not yet satisfactory
Knowledge evidence	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not yet satisfactory
Third party verification	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not yet satisfactory
Unit result	<input type="checkbox"/> Competent	<input type="checkbox"/> Not yet competent
Date assessed		
Assessor comments		

Application template for remaining units removed from this sample

end of document

