# How to brand and prepare your newly-purchased TAE resources for first use

TAE40116 Certificate IV in Training and Assessment

## Copyright

| | | |
|---|---|---|
| | PO Box 4253 | **p** +(61) 409 910 002 |
| | Balgowlah Heights  NSW  2093 | **w** blackwaterprojects.com.au |
| | Australia | **e** info@blackwaterprojects.com.au |

## Version control & document history

| **This is version** | ➡ | **4.0** |
|---|---|---|
| Date released | ➡ | 23 January 2021 |

# Contents

# Welcome!

## Hello and thank you

**I'm Chemène Sinson.** I'm a freelance adult educator and instructional designer. My trading name is **Blackwater Projects**.

Thank you for purchasing a licence to use learning and assessment materials I developed with heaps of input and support from some very clever and hard-working friends and colleagues.

## About this document

> **This document contains important information to help you get started using the resources**

## Who should read this

Anyone using Blackwater Projects resources should read this document. This includes:

- TAE program leaders
- TAE assessors
- RTO administration or coordination staff
- People responsible for getting the resources ready for first-time use by your RTO.

## Questions?

Contact me on:

☎ +(61) 409 910 002

@ chemene@blackwaterprojects.com.au

# Your licence—
# What you may distribute to your RTO's TAE participants

To your RTO's TAE participants, **you may**:

- Distribute **learning materials** in **pdf or hard copy** format

- Distribute **assessment booklets** and **templates** in **soft copy** (i.e. Word) format.

**You may** distribute materials via USB, email, etc. You may also place them on a password-protected site that is accessible only to your RTO's TAE participants.

**You may** **not** upload any resource—in any format—to any publicly accessible website or equivalent.  The table below has more information about each resource:

| Document Name | You may give this resource to TAE participants in… | | |
|---|---|---|---|
| | **Hard copy** | **pdf** | **Word or Ppt** |
| **Learning materials** | | | |
| Participant manual | ✓ | ✓ | ✗ |
| Learning activities | ✓ | ✓ | ✓ |
| PowerPoint* | ✓ | ✓ | ✗ |
| Implementation guide | ✗ | ✗ | ✗ |
| **Assessment Materials (for participants)** | | | |
| Assessment book / Task Instruction Sheets | ✓ | ✓ | ✓ |
| Templates | ✓ | ✓ | ✓ |
| Assessment marking guides or RTO copies of assessment task instruction documents | ✗ | ✗ | ✗ |
| Competency map (matrix)* | ✓ | ✓ | ✗ |
| **RPL Kit documents** | | | |
| 1. RPL Information | ✓ | ✓ | ✗ |
| 2. RPL Application Kit | ✓ | ✓ | ✓ |

* We don't think TAE participants need these, but you may distribute to them in un-editable format if desired.

# What to do now

| What to do | |
|---|---|
| **1** | (if your RTO holds an annual licence)<br>Make a note of your **annual licence renewal date** |
| **2** | **Get to know the resources**. To do this:<br>● Read this document<br>● Read other **supporting documents** on the client portal—these include:<br> – *Training and Assessment Approach* used in our resources<br> – *Master Competency Map (Matrix)* that shows the alignment between all learning and assessment materials, and relevant units of competency<br> – *Instructions for Use* of our assessment tools<br> – *Master Revision Record* showing updates made to all documents<br> – Downloadable validation records |
| **3** | **Get the resources ready for first time use**—see information starting on page 11 for instructions |
| **4** | **Enjoy using the resources**—in advance, thanks for respecting copyright! |
| **5** | **Stay in touch** with us, and we'll stay in touch with you<br><br>**Stay in touch with us**<br>● We welcome feedback via the feedback register on our website<br>● **Advise us immediately** if our key contact people for your RTO change<br><br>**We'll stay in touch with you**<br>From time to time we'll:<br>● send email information to advise you of updates made to the materials<br>● post latest news on our website – Visit our *News and Views* page |

# About our resources

## TAE40116 unit clustering

In our TAE resources, TAE40116 units are clustered as follows:

| Designing Learning | TAEDES401 | Design and develop learning programs |
| | TAEDES402 | Use training packages and accredited courses to meet client needs |

| Language, Literacy & Numeracy | TAELLN411 | Address adult language, literacy and numeracy skills |

| Delivering Training | TAEDEL401 | Plan, organise and deliver group-based learning |
| | TAEDEL402 | Plan, organise and facilitate learning in the workplace |
| | BSBCMM401 | Make a presentation (elective) |

| Workplace Assessment | TAEASS401 | Plan assessment activities and processes |
| | TAEASS402 | Assess competence |
| | TAEASS403 | Participate in assessment validation |
| | TAEASS502 | Design and develop assessment tools |

Each cluster may be delivered as a stand-alone cluster or as part of the Certificate IV TAE qualification.  Clusters may be delivered and assessed in any order.

**Does your RTO cluster the Cert IV TAE units differently?  No problem!**
It's easy to change how the units are clustered in our resources

### Delivery modes

The assessment tools are set up for live online or face to face delivery modes, but your RTO may adapt them other delivery modes.

# Our resource package—what's included?

## Support documents (provided with all resources)

Download the following support documents from our online portal:

| Name of document | What's included |
|---|---|
| **How to get started— Read this first!** | This document.  Intended for first time users of our resources:<br>● Provides an introduction to our resources<br>● Explains how to prepare the resources for first time use. |
| **Master competency map** | This matrix shows the alignment between the units of competency and the:<br>● Participant manuals<br>● Assessment booklets.<br>Use this to understand how our resources align to each TAE40116 unit.  This information will help you change unit clustering or isolate a unit, if desired. |
| **Assessment tools: Instructions for use** | This document contains essential information for first-time users of our assessment tools.  This includes:<br>● TAE program leaders<br>● TAE assessors<br>● RTO assessment administration staff. |
| **Master revision and validation record** | Visit this online Google Doc to check whether or not your RTO is using the latest versions of the materials.  Use information provided to identify changes made from one version to the next. |
| **Validation records** | We provide links to records of all assessment tool validations we've held.  These validations won't replace the need for your RTO to validate our tools to ensure their suitability for your own clients, but they are a good starting point to demonstrate the tools' compliance to an auditor. |
| **How to unzip a file (PC or Mac)** | Click on these links for instructions on how to unzip a file.   You will download materials from our client portal as a Zip folder, so you must be able to unzip these folders after downloading. |

# Learning and assessment materials

This table lists the materials we offer for each TAE cluster (each program) that contributes to the Certificate IV in Training and Assessment

| Resource | Description | Designing Learning | LLN | Delivering Training | Workplace Assessment |
|---|---|---|---|---|---|
| **Learning materials** | | | | | |
| **Participant manual** | **Learning resource**<br>Contains information and examples of work relevant to this cluster—a bit like a 'textbook' | Yes | Yes | Yes | Yes |
| **Learning activities** | **Learning resource**<br>Contains optional learning activities that you may choose to use with your RTO's TAE participants. These activities do not form part of the summative assessment requirements for TAE40116. | Yes | No | Yes | Yes |
| **PowerPoint** | **Learning resource**<br>Slides TAE program leaders may use to deliver each cluster. | Yes | Yes | Yes | Yes |
| **Implementation guide** | **Office use document**<br>For RTOs and TAE program leaders/assessors. Contains information about how to schedule and deliver each cluster. | Yes | Yes | Yes | Yes |
| **Assessment materials** | | | | | |
| **Assessment booklets** or **Task Instruction documents** | **Assessment documents**<br>Word documents for TAE participants, program leaders and assessors. They include:<br>● information and instructions for completion of the task<br>● marking checklist that assessors complete when marking each task<br>● FAQs and marking guide. | Yes | Yes | Yes | Yes |
| **Templates** | **Assessment support document**<br>Word document for TAE participants—contains templates needed to complete assigned tasks. | Yes | No | Yes | Yes |
| **Assessment marking guide** | **Office use document**<br>For TAE program leaders and assessors. Contains instructions about how to mark the assessment for each cluster. | Yes | Yes | Yes | Yes |
| **Competency map** | **Office use document**<br>Matrix that shows the alignment between assessment tasks and the unit/s of competency covered in the assessment. | Yes | Yes | Yes | Yes |

# RPL kit

Our RPL kit covers the entire TAE40116 qualification. It includes the following documents:

1. **RPL Information**
   For clients considering enrolling in RPL.  The purpose of this document is to help potential candidates decide if RPL is a good choice for them.

2. **RPL Application template**
   Word document for RPL candidates to use to compile and present their portfolio of evidence.

3. **RPL kit—Instructions for use**
   Contains information and instructions for RPL assessors and RTO assessment administration staff.  It includes:

   ● Instructions for administering the RPL process using this kit

   ● Marking guidelines (broad).

# RPL kit

# How to get the materials ready for first time use

> **Before using our resources for the first time**, you must:
>
> - brand the resources—add your RTO's logo and key RTO information
>
> - customise the resources to suit delivery according to your RTO's TAE40116 training and assessment strategy (TAS)

## Brand the resources—
## add your RTO's logo and key RTO information

Before using the resources for the first time:

**All resources**

1. **Save the resources** to your computer.  Then for each resource:

2. **Add your logo** to the front cover, where indicated.

3. Perform a **'find' and 'replace all'** as follows:

| 'FIND' | 'REPLACE ALL' with... |
|---|---|
| Rto Name | The full name of your organisation *(e.g. ABC College Pty Ltd)* |

**Assessment tools only**

In addition to steps 1-3 above, for the assessment tools:

4. Perform a **'find' and 'replace all'** for the following:

| 'FIND' | 'REPLACE ALL' with... |
|---|---|
| Rto Code | The term, acronym, or abbreviation you commonly use when referring to your organisation *(e.g. ABCC or ABC)* |

5. Perform a **'find' for the word, 'blah'.**  Where you find this word, you will need to add or customise information provided so that it is in line with your organisation's assessment policies and procedures.  Enter relevant information as required.

## Update all fields in each document

Almost all the resources contain a **table of contents** and/or **cross-references**.  These are set up as 'fields' which means you can update them quickly and easily.

### When to update fields

Update fields each time you edit a Blackwater Projects TAE resource.  Update fields just before you save and close the document.

### How to update fields

1. Select the entire document (press **Ctrl + A**)

2. **Right click** and a drop-down menu will appear

3. Select **!Update Field**.

# Customise the resources
## to suit your RTO's clients and training & assessment strategy

**Ours is an 'off the shelf' product.**

Although we have written the materials to promote flexible use, you will need to:

- validate the materials for use with your RTO's clients, and

- customise* as needed to meet your client's needs and your RTO's TAS

# * Quick reminder about copyright

We must approve customisations you plan to make and will not unreasonably withhold approval. Any customisations made must maintain the integrity of the Product.

Blackwater Projects remains the copyright holder of the Product; this must be clearly noted on all versions of materials used.

*That's enough fine print…*

To help you get started as you consider how to customise the materials, let us tell you a bit more about how we set up the resources.

## Our resources are designed for flexible use

We built as much flexibility as we could into our materials, so it will be easy for you to adapt to suit your RTO's delivery strategy and target participants.  To do this:

- we have set up a clustered delivery strategy by ensuring that:
  - training and assessment for each TAE40116 cluster fully covers requirements of all units in that cluster
  - clusters may be delivered in any order (although we have some recommendations about preferred order of delivery)
- both learning and assessment materials are set up so it is easy to isolate and separate resources for a single unit—this way, if needed, you can easily:
  - isolate resources for a single unit if you want to deliver a single unit, and/or
  - change the clustering model.
- where appropriate, we allow participants to choose the focus for assigned assessment tasks—e.g. in our assessment tasks:
  - where appropriate, we invite participants to choose unit/s of competency relevant to their industry or area of expertise, as the basis for each task
  - we allow participants to select a training topic of choice when being assessed delivering training

## Target participant profile

As written, the training and assessment plans included in our TAE40116 materials are ideal for TAE40116 participants who:

- are currently working and are both willing and able to complete some assigned assessment tasks in their workplace/s (i.e. they have their workplace's support to do so)
- may come from diverse industries
- prefer a face-to-face delivery mode.

# Customising our materials – some considerations

## Delivery mode

Our resources may be adapted to suit diverse delivery modes.

## Assessment strategy

### Our broad strategy

In our assessment materials, assessment tasks are design to take participants from directed and scaffolded work to independent performance.

For example, in the *Designing Learning* cluster, participants must design and develop two learning programs.  Assessment task instructions state that:

1.  participants may design the first program under supervision of—and with support from—the TAE program leader

2.  participants should design and develop the second program independently, in their workplace (or in a simulated workplace, if needed).

### Customising assessment to support your RTO's training and assessment strategy, and your RTO's TAE participant needs

#### Third Party Authentication form – remove this if not needed

Each assessment book includes a one-page Third Party Authentication form.  TAE participants are asked to have a credible referee (a 'third party') complete and sign the form. Referees who complete the form declare that the work submitted by the participant is authentic. The form also prompts referees to provide contact details in case the TAE assessor has queries or concerns about the authenticity of the evidence provided, that they wish to discuss with the referee.

The Third Party Authentication form is useful if TAE participants complete a large portion of assigned assessment tasks on their own time, and therefore are not directly observed by the TAE program leader or assessor.

If your RTO can verify the authenticity of evidence provided by another means (e.g. by directly observing the TAE participant as they complete required assessment tasks), you may wish to consider removing the Third Party Authentication form.

**Your RTO must provide adequate opportunities for TAE participants to be assessed in realistic working conditions.** If participants are unable to complete assessment tasks on their own time or in their own workplaces, you may need to schedule additional training time and/or provide a realistic training and assessment environment (including required equipment and other resources) so that participants have suitable opportunities to complete assessment under realistic working conditions.

We offer realistic scenarios based on a fictitious RTO—ABC Training House—as the basis for assessment activities. Task instruction documents have details.

**Click on the link below to see the ABC Training House Student Handbook:**

https://docs.google.com/document/d/1I6zms3wpf6pL5Y5m_dJF0Eztl_XV2p4PLNgoz2iOy3c/edit?usp=sharing

**TAEDEL401 Plan, organise and deliver group-based learning**
TAE participants must be assessed delivering group training sessions to groups of eight (8) or more. Your RTO will need to consider how you can ensure opportunities for participants to do this.

# Support

I'm happy to support your RTO and answer questions based on my understanding of how other RTOs have used the Blackwater Projects TAE resources. This includes support:

● with your application to add TAE40116 to your RTO's scope of registration

● once you get up and running with delivery.

Please contact me to discuss ideas, or with questions.

**end of document**