



BLACKWATER
PROJECTS

How to brand and prepare your TAE resources for first-time use

TAE40116 Certificate IV in Training and Assessment

Copyright

© 2022 Blackwater Projects.

All rights reserved.

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



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	→	5.0
Date released	→	16 February 2022

Contents

Welcome!	4
Your licence— What you may distribute to your RTO’s TAE participants ..	5
What to do now	6
About our resources	7
TAE40116 unit clustering.....	7
How to get the materials ready for first time use	8
First, brand the resources— add your RTO’s logo and key RTO information.....	8
Next, customise the resources to suit your RTO’s clients and training & assessment strategy.....	9

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

You may distribute materials electronically or in hard copy. You may also upload them to an LMS or equivalent 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. See below for more information about distributing resources to participants.

Document Name	You may give this resource to TAE participants in...		
	Hard copy	pdf	Word or Ppt
Learning materials			
Participant manual	✓	✓	✗
Learning activities (& DEL practice materials)	✓	✓	✓
PowerPoint*	✓	✓	✗
Implementation guide	✗	✗	✗
Assessment Materials (for participants)			
Assessment task overview handouts (one per cluster)	✓	✓	✓
Assessment Task Instruction documents	✓	✓	✓
Templates	✓	✓	✓
3 rd party reports	✓	✓	✓
Assessment marking guides or Assessment administration guides.	✗	✗	✗
Report/marking checklist (one per task) – <i>Assessors complete a Report when marking a participant portfolio then return the completed report to the participant in a non-editable format.</i>	✓	✓	✗
Competency map (matrix)*	✓	✓	✗
RPL Kit documents			
1. RPL Information	✓	✓	✗
2. RPL Application Kit	✓	✓	✓
3. Instructions for use and marking guide	✗	✗	✗

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

What to do now

1	Make a note of your annual licence renewal date – we will send you an invoice that is payable on or before the renewal date each year.
2	Get to know the resources. To do this: <ul style="list-style-type: none">• Read this document• Read other TAE support documents on the client portal—these include:<ul style="list-style-type: none">– Master Competency Map that shows the alignment between all learning and assessment materials, and each TAE40116 unit.– TAE asset register which lists all materials included in the TAE40116 product suite and lists the most current versions available.
3	Get the resources ready for first time use —see information starting on page 8 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 <i>Stay in touch with us</i> <ul style="list-style-type: none">• We welcome feedback via the feedback register on our website• Tell us immediately if the details of the key contact people you have provided on your Client Agreement and Order Form, change. <i>We'll stay in touch with you</i> <p>From time to time we'll:</p> <ul style="list-style-type: none">• send emails to advise you of updates made to the materials and other news• post news and articles on our website – visit our <i>News and Views</i> 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	TAE LLN411	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 for other delivery modes.

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 your RTO's TAE40116 training and assessment strategy (TAS).

First, brand the resources— add your RTO's logo and key RTO information

Before using the resources for the first time:

1. **Save the resources** in a secure location. Then, for each resource:
2. **Add your logo** to the front cover, where indicated.
3. (Assessment tools only) Perform a **'find'** and **'replace all'** as follows:

'FIND'	'REPLACE ALL' with...
Rto Name	The full name of your organisation (<i>e.g. ABC College Pty Ltd</i>)

Next, customise the resources to suit your RTO's clients and training & assessment strategy

A gentle reminder to respect copyright!

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

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

Please ensure that your RTO's trainers, assessors and other staff who use the materials, do so in compliance with the terms of your RTO's agreement with us Blackwater Projects with copyright law.

And finally... Remember to update fields when you have finished each resource

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.

That's it. Enjoy using the resources, and please contact me if queries, comments or requests. All the best, Chemène.

end of document