

RTO logo here

ASSESSMENT
SUPPORT
DOCUMENT



Templates

Delivering Training

from TAE40116 Certificate IV in Training and Assessment

TAEDEL401

Plan, organise and deliver group-based learning

TAEDEL402

Plan, organise and facilitate learning in the workplace

BSBCMM401

Make a presentation

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SAMPLE - Do not copy or use

Task breakdown template

Steps		Key points
1		
2		
3		
4		
5		
6		
7		
8		

SAMPLE - Do not copy or use

end of task breakdown template

Session plan template (skill session)

Session title		Total time	
Outcome			
Resources			
Preparation			

Time	Activities	
INTRODUCTION		
	I	
	N	
	T	
	R	
	O	
	S	
BODY		
	Demonstrate	
	Practice	
	Summarise	
	Assess	
CONCLUSION		
	O	
	F	
	F	

Session plan template (knowledge session)

Program			
Session title		Total time	
Outcome			
Resources			

Time	Activities	Resources
INTRODUCTION		
	I	
	N	
	T	
	R	
	O	
	S	
BODY		
	Explain	
	Apply	
	Summarise	
	Assess	
CONCLUSION		
	O	
	F	
	F	

Workplace learning plan and record

Removed

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Workplace learning record for an individual

Information about the learning event	
Organisation	
Learner	
Trainer	
Learning goal	
Competency standards	
Training date/s/times	

Results				
Learning outcomes	Outcome achieved?		Verified by	Date
	Yes	No		
1				
2				
3				
4				

Comments			
Trainer/assessor signature		Learner signature	
Date signed		Date signed	

end of learning record for an individual

Learning record for a group

Program information		
RTO		
Program name		
Competency standards		
Client		
Trainer name		
Learning goal		
Training date/s/times	Dates	
	Times	
Assessment information		

Attendance and assessment records						
Participant name	Attendance			Assessment results		
	Day 1	Day 2	Day 3	C	NYC	Date

Comments			
Trainer/assessor signature			Date signed

end of learning record for a group

Remaining templates removed

end of document