Product Catalogue

BLACKWATER PROJECTS

TAE Materials

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Does your RTO need materials for your TAE40116 extension-to-scope application?

Here's a question we've been asked a lot lately…

Initially, my RTO wants to purchase a licence for the TAE40116 assessment-field units only—we need these for our application to add TAE40116 to our scope of registration. Later, if our application is successful, we want to purchase materials for the remaining units. Can we do this?

Our response: Yes, we can help!

Welcome!

Thank you!

Thanks for your interest in Blackwater Projects' TAE Resources.

I'm Chemène Sinson. I developed the resources with loads of help and feedback from colleagues and clients.

This catalogue contains

- a list of resources (products) available
- a description of each product and pricing for each
- general information about the terms and conditions of purchase

What to do

Step 1 .... **Read** this catalogue

Step 2 .... **Decide** which items you want

Step 3 .... **Contact us** to discuss your needs and confirm your order

Step 4 .... **Order**

Questions?

Contact me	☎	Phone	+ (61) 409 910 002
	@	Email	info@blackwaterprojects.com.au

Warm Regards,

About our Product

What we offer

Blackwater Projects offers your Registered Training Organisation (RTO) a complete set of learning and assessment resources covering Certificate IV in Training and Assessment plus other units from the TAE and BSB training packages.

Why RTOs like our Product

Quality
Since their first release in 2010, our resources have helped RTOs throughout Australia pass RTO audits.

Branding
You may brand the resources by adding your RTO's logo, name and style. You may also customise them to suit your RTO's training and assessment strategy.

Ongoing support and continuous improvement
We support RTOs in a range of ways:

- We provide written instructions on how to brand and prepare the resources for use

- We continuously update the resources to reflect industry changes and your feedback—clients give us feedback using our feedback register

- We stay in touch with you:
    - we send infrequent email newsletters with important information about the resources
    - we blog about best practice training and assessment, and with VET news that affects the TAE training package—access our blog from our website
    - clients may contact us any time with questions.

The resources reflect current industry standards

The resources currently available align to version 2.1 of the TAE Training Package, and version 2.0 of the BSB Training Package.

Assessment tools have been independently validated

All assessment tools have been validated by teams of validators representing various Registered Training Organisations. Download validation records from our website.

Terms and conditions apply

RTOs that purchase a licence to use Blackwater Projects' resources sign a client agreement that lists terms of use. Download it from the Blackwater Projects website: blackwaterprojects.com.au

How we deliver

We deliver the resources in soft copy. We give our clients access to a password-protected site from which they download the materials.

Materials available & units covered

TAE40116 unit clustering

We have clustered our Cert IV TAE materials as shown below:

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

LLN	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

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

It is easy to change the unit clustering

All materials come with instructions and competency matrices that
make it easy for you to change the unit clustering, if desired.

RPL kit

We provide one RPL kit that covers the TAE40116 units listed above. The RPL kit is
set up for unit-by-unit assessment, so it is suitable for candidates seeking RPL for:

● the entire TAE40116 qualification, or

● selected TAE40116 unit/s only.

Description of each resource

The table below explains each resource available:

Name of resource		Description	Delivery format
Training and assessment materials			
Learning resources	**Participant manual**	This is like the 'textbook' for each cluster. It contains information and examples of work relevant to the units covered in the cluster.	Word
	Learning activities booklet	This booklet contains a suite of optional learning activities TAE trainers may choose to use when delivering each cluster. Trainers may select isolated activities, or use them all.	Word
	PowerPoint	Presentation that TAE trainers may choose to use when delivering each cluster.	PowerPoint (pptx) file
	Case study handouts	**Workplace Assessment cluster, only** These are workbook-like handouts that contain information and templates participants need to apply skills and knowledge learned, to a realistic situation—if desired, your RTO may use these case studies (designed for completion during training and under supervision of the TAE trainer) as assessment tasks.	Word
Assessment document	**Assessment booklet**	This is a fill-in-the-blanks booklet that TAE participants use to compile and present their portfolio of evidence for each cluster.	Word
Assessment support documents	**Templates**	These are Word documents containing templates that TAE participants may use to complete assessment tasks. Use of the templates is optional. We encourage participants already working in the field to use equivalent templates from their workplace/s.	Word
	Observation checklists	**Delivering Training cluster only** We offer two stand-alone observation checklists for TAE assessors to use when observing TAE participants facilitate group or individual learning.	Word
	Task Handout	**Workplace Assessment cluster only** A Task Handout is provided for the assessment task designed to be completed during training time, under the supervision of the TAE trainer/assessor.	Word

Name of resource		Description	Delivery format
Office use	**Implementation Guide**	This document contains information for RTOs and TAE trainers about how to deliver each cluster, if delivering using a face-to-face delivery mode. RTOs may adapt this for blended or online delivery modes.	Word
	Competency map	This reference document is useful for RTOs, TAE trainers and auditors. It shows how the assessment tasks described in the assessment booklet for each cluster, align to the relevant unit/s of competency and their assessment requirements.	Word
	Assessment marking guides	We provide one marking guide for each assessment booklet (one per cluster). It contains important information for both TAE trainers and assessors.	Word
RPL materials			
Assessment support doc	**RPL Information**	**This is document 1 of the RPL kit** RTOs send this document to prospective RPL candidates before they enrol in RPL. It contains information to help people decide whether or not RPL is appropriate for them.	Word
Assessment document	**RPL Application Template**	**This is document 2 of the RPL kit** RTOs send this Word document to enrolled RPL candidates. Candidates use this document to compile and present the portfolio.	Word
Office use	**RPL Kit: Instructions for use**	This document is for TAE RPL assessors. It explains how to use the RPL kit.	Word

Support materials

In addition to the above, download a suite of support materials to help you make the best use of our materials in your organisation. These materials are freely available for public download.

For a list of support materials we offer, see information starting on the next page.

Support materials you'll receive

> From the Blackwater Projects website, we offer **free downloads** of documents that will help you get to know and use the materials
>
> **Download these materials any time**—they are publicly available

Our free downloads include:

a. Documents to help you get to know the resources

How to get started—read this first

This document is like your 'welcome package'. It has useful information to help you prepare the resources for first-time use in your RTO.

Master competency map

This document shows how each chapter of each participant manuals and each assessment task aligns to the Cert IV TAE units of competency. This is useful:

● to understand the relationship between the materials and the units they cover

● if you want to change unit clustering.

Training and assessment strategy (TAS)

This document provides a 'big picture' of the delivery and assessment approach we have used in our Cert IV TAE materials. Your RTO may adapt to suit your own TAS.

Assessment tools: instructions for use

This document is essential reading for all TAE trainers, assessors and RTO administration staff. It explains how to use the TAE assessment tools.

Master revision and validation record

This is a Google document that contains a master record of revisions made to all materials and validation activities undertaken. Visit this document any time for details of the most current versions of our Product that are in use.

b. Validation records

We also provide downloadable **records of all assessment tool validation activities** we have undertaken for our TAE products. These records show how some wonderful friends and capable professionals from various RTOs have helped us to check the quality of our assessment tools.

We've done our best to ensure you receive a quality product, but we recommend that your RTO conducts your own internal validation of the assessment tools to determine their suitability for your clients.

Licensing system

> **We offer an annual, 'subscription-style' licencing system**

How our licencing system works

One-time start-up fee, followed by lower annual fees

- **First year 'start up' fee**—when your RTO first takes out your annual licence, you will pay a one-time start-up fee
- **Ongoing annual fee**—after the first year, your RTO will pay a lower annual fee for each year you continue to use the Product

Choose the level of licence that is right for your RTO

We offer different levels of our licence, based on the number of TAE students who enrol with your RTO. This way, large and small RTOs alike, pay licence fees that reflect how much they use our Product.

To determine the level of licence your RTO needs, simply select the level of licence that covers the number of *Enrolled Students*[1] your RTO has each year.

Levels of licences available

Level	Name of licence	Number of *Enrolled Students*[1] per annum
1	**Small – medium RTO**	001 - 150
2	**Large RTO**	151 - 300
We also offer licences for RTOs with more than 300 students per annum. Contact us for more information.		

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[1] *'Enrolled students'* **includes** <u>all individuals</u> **enrolled** in **all or part** of a TAE (or other) qualification, skill set or unit/s that your RTO delivers or assesses using Blackwater Projects materials. It includes both RPL candidates and training-and-assessment pathway participants, and both paying and non-paying students.

Price list

Cert IV TAE qualification package

This is our most popular item	

Product code	Description
TAE-CIV-ALL-E	**Cert IV TAE qualification package – fully-editable** A complete set of learning and assessment resources for the 10 units that make up this qualification. See page 5 for a list of units included.

You will receive ongoing access to the latest versions of:

Support materials (see page 7 for more information), plus

CERT IV TAE training and assessment pathway materials covering all 10 units (clustered as shown on page 5). This Product includes the following (one for each of the four Cert IV TAE clusters, except where indicated):

- Participant manual .... Word
- Learning activities booklet (all clusters except LLN) .... Word
- Case study handouts (ASS cluster only).. Word
- PowerPoint .... Pptx
- Implementation guide.. Word
- Assessment tool documents, including:
  - Assessment booklet... Word
  - Assessment marking guide (for assessors) .... Word
  - Competency map.. Word
  - Templates (all clusters except LLN).. Word
  - Assessment task handout (ASS cluster only) .... Word
  - Observation checklists—group & individual facilitation (DEL cluster only) .... Word

CERT IV TAE RPL Assessment Kit, including:
- RPL Information handout.. Word
- RPL Application template... Word
- RPL Kit: Instructions for use (for assessors) .... Word

Licence fees for this Product (fees include 10% GST)

Annual Licence		First year		Annually after 1st year
1	**Small - Medium RTO**	$ 6,600	plus	$ 2,200
2	**Large RTO**	$ 10,890	plus	$ 3,630
Need a licence to cover more than 300 *Enrolled Participants* per year? Contact us!				

TAE40116 assessment-field units

We informally call this our TAE40116 Application Package

Product code	Description
TAE-CIV-ASS-E	**TAE40116 assessment-field units – fully-editable** A complete set of learning and assessment resources for the 4 core TAE40116 assessment-field units. This Product contains all learning and assessment materials RTOs need to lodge their TAE40116 extension-to-scope application.

You will receive ongoing access to the latest versions of **support materials** (see page 7 for more information), plus…

CERT IV TAE training and assessment pathway materials covering the four TAE40116 assessment-field units as <u>one cluster</u>, called the Workplace Assessment cluster. Units covered in this cluster include:

- TAEASS401 Plan assessment activities and processes
- TAEASS402 Assess competence
- TAEASS403 Participate in assessment validation
- TAEASS502 Design and develop assessment tools.

This product includes the following.
- Workplace assessment participant manual.. Word
- Workplace assessment learning activities booklet.. Word
- Workplace assessment case study handouts .... Word
- Workplace assessment PowerPoint..Pptx
- Workplace assessment implementation guide... Word
- Workplace assessment assessment tool documents, including:
  - Assessment booklet
  - Assessment marking guide (for assessors) .... Word
  - Competency map.. Word
  - Templates .... Word
  - Assessment task 1 handout... Word

RPL Assessment Kit for TAEASS401, TAEASS402, TAEASS403 and TAEASS502
- RPL Information handout (covers TAEASS units only) .... Word
- RPL Application template (covers TAEASS units only)... Word
- RPL Kit: Instructions for use (for assessors, covers the entire Cert IV TAE) .... Word

Licence fees for this Product (fees include 10% GST)

Annual Licence		First year		Annually after 1st year
1	**Small - Medium RTO**	$ 3,300	plus	$ 1,100
2	**Large RTO**	$ 5,450	plus	$ 1,815
Need a licence to cover more than 300 *Enrolled Participants* per year? Contact us!				

Additional fee to upgrade from this Product to the complete Cert IV TAE Qualification Package TAE-CIV-ALL-E (fees include 10% GST)

Annual Licence		Upgrade fee		Annual after upgrade
1	**Small - Medium RTO**	$ 4,400	plus	Standard annual pricing for TAE-CIV-ALL-E
2	**Large RTO**	$ 6,600	plus	

Address adult LLN skills

Product code	Description
TAE-CIV-LLN-E	**Address adult LLN skills** Learning and assessment materials covering 1 unit: TAELLN411 Address adult language, literacy and numeracy skills.

You will receive ongoing access to the latest versions of:

Support materials (see page 7 for more information), plus

Learning and assessment materials covering TAELLN411 Address adult language, literacy and numeracy skills, including:
- TAELLN411 Participant manual... Word
- TAELLN411 PowerPoint ....Pptx
- TAELLN411 Implementation guide .... Word
- TAELLN411 Assessment tool, including:
  – TAELLN411 Assessment booklet .... Word
  – TAELLN411 Competency map .... Word
  – TAELLN411 Assessment marking guide (for assessors)............................... Word

Licence fees for this Product (fees include 10% GST)

Annual Licence		First year		Annually after 1st year
1	**Small - Medium RTO**	$ 1,650	plus	$ 550
2	**Large RTO**	$ 2,750	plus	$ 900
Need a licence to cover more than 300 *Enrolled Participants* per year? Contact us!				

Additional fee to upgrade from this Product to the complete Cert IV TAE Qualification Package TAE-CIV-ALL-E (fees include 10% GST)

Annual Licence		Upgrade fee		Annual after upgrade
1	**Small - Medium RTO**	$ 5,500	plus	Standard annual pricing for TAE-CIV-ALL-E
2	**Large RTO**	$ 8,800	plus	

Cert IV TAE assessment tools

Product code	Description
TAE-CIV-TOOLS-E	**Cert IV TAE Assessment Tools** Assessment materials for the 10 Cert IV TAE units. See page 5 for a list of units included. Learning materials <u>not</u> included.

You will receive ongoing access to the latest versions of:

Support materials (see page 7 for more information), plus

Cert IV TAE training and assessment pathway assessment tools covering all 10 units (clustered as shown on page 5). For each of the four clusters, assessment tool documents, including:
- Assessment booklet.. Word
- Assessment marking guide... Word
- Competency map.. Word
- Templates (all clusters except LLN)... Word
- Assessment task handouts (ASS cluster only).. Word
- Observation checklists—group & individual facilitation (DEL cluster only)............................. Word

RPL Assessment Kit, including:
- RPL Information handout .... Word
- RPL Application template... Word
- RPL Kit: Instructions for use (for assessors).. Word

Licence fees for this Product (fees include 10% GST)

Annual Licence		First year		Annually after 1st year
1	**Small - Medium RTO**	$ 5,300	plus	$ 1,800
2	**Large RTO**	$ 8,300	plus	$ 2,700
Need a licence to cover more than 300 *Enrolled Participants* per year? Contact us!				

Additional fee to upgrade from this Product to the complete Cert IV TAE Qualification Package TAE-CIV-ALL-E (fees include 10% GST)

Annual Licence		Upgrade fee		Annual after upgrade
1	**Small - Medium RTO**	$ 2,200	plus	Standard annual pricing for TAE-CIV-ALL-E
2	**Large RTO**	$ 3,300	plus	

Terms and conditions

For terms and conditions that apply to all products, please download the TAE Order Form and Client agreement from our website. To do this, go to: blackwaterprojects.com.au > TAE Resources > Pricing and Ordering.

Next steps

View samples

You can view samples of our resources on our website:

View samples & more info	WWW	website	blackwaterprojects.com.au

Questions?

Contact us before ordering. We'll be happy to answer your questions about our products and help you select the best product for you. Contact us:

- with more questions about the resources, or
- to let us know you want to order.

Contact Chemène	☎	phone	+ (61) 409 910 002
	@	email	info@blackwaterprojects.com.au

To order

Go to: blackwaterprojects.com.au > TAE Resources > Pricing and Ordering. Follow instructions. Contact us if you have any queries.

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