**TAE40122 Delivery Cluster - Project 1 & 2 Overview**

This cluster addresses the skills and knowledge required to plan, organise, and deliver training for individual learners and groups of four (4) or more learners. In this cluster, you are required to:

* plan, organise, and facilitate two (2) individual training sessions of 30-minutes duration in a simulated or real workplace, using real work activities as the basis for learning (Projects 1 and 2)
* prepare and deliver three (3) consecutive training sessions of 30-minutes duration to a learner group of at least four (4) individuals (Project 3)
* Respond to and complete a series of knowledge questions related to planning, organising, facilitating, and reviewing training delivery

 Your sessions need to be aligned to nationally recognised VET training packages or qualifications, or aligned with other recognised frameworks, e.g., Senior Certificate of Education – National Curriculum, Australian Qualification Framework (AQF), and Australian Core Skills Framework.

**Notes regarding delivery:**

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| --- | --- |
| **Your choice of delivery** | **Instructions for the delivery to be documented** |
| **Delivery in the Blueprint classroom** | If delivering in the Blueprint training environment, the role of the student will be played by one of your colleagues, i.e. another student  You will be observed and assessed by your Blueprint trainer/assessor. |
| **Delivery remotely** - within your training environment - with a qualified third party to observe your delivery | **If you are completing your Delivery sessions remotely (not in person/face to face with your assessor) you have the following options**  **In your work or educational environment**   * + You may conduct your delivery sessions in your work environment, eg, RTO, school, etc,   + Ask a **suitably qualified person**\* to observe your delivery and complete the **Trainer Evaluation** form   + Provide the **Third Party Observer - Guidelines and Details**form to your nominated Third Party.   **\*Suitably qualified persons**  Suitably qualified persons may include those with the following credentials   * Certificate IV in Training and Assessment * A Diploma or higher in Adult Education * Skill Set relevant to training * School teacher * Corporate trainers, eg, Training Manager or other trainer engaged on a regular basis delivering training to others * Learning and Development (HR) professionals. * Vocational Competency and currency in training delivery   **You must upload the completed Third Party Observer - Guidelines and Details**form and any relevant document in the relevant project.  (ensure you keep a copy of these documents, as they will be required to be uploaded with any project where this third party is gathering evidence)  NOTE: You will be observed by your nominated third party and assessed by your Blueprint trainer/assessor. |

**Project 1- Assessment Requirements**



This assessment requires you to access our simulated work environment:**BrainStorm RTO.**

**Log into BrainStorm RTO:**<https://brainstormrto.uplearn.com.au/>

**Username**: blueprintcd

**Password**: blptcd001!

**Once logged in, you will need to access the following documents:**

|  |  |
| --- | --- |
| **Documents:** | **Location:** |
| * **Participant Feedback Form** * **Observation of Training checklist - Individual Session** * **Third Party Observer - Guidelines and Details** | Large group training room, Forms and Templates, Training Delivery. |
| * **Delivery Plan** * **Session Plan** | You have created these documents in Design Cluster Project 4 (check your folder)  If you need blank templates - these can be downloaded from:  Large group training room, Forms and Templates, Training Delivery |

In this project, you are required to deliver **one (1) x 30-minute training session** to an individual, where you will focus on a **workplace procedure or skill**.

It must include a demonstration of the task after which the student must be able to perform the task to demonstrate their acquisition of the skill.

Using the templates available from BrainstormRTO, and one (1) of the work skill instruction session plans you developed in the Design Cluster Project 4, you are required to:

* Select a learner who would benefit from this work skill instruction
* Review the Delivery Plan you developed in Design Cluster Project 4
* Select a session plan from the three (3) you developed in the Design Cluster. **This cannot be the same session you used in Project 2.**
* Customise your session plan to suit your learner and the required context
* Update the version control record on the session plan
* Ensure the session plan is formatted in a logical, sequenced order
* Arrange and review the resources you plan to use in your delivery session
* Organise your observer
* Deliver your 30-minute session to your learner
* Seek and acquire feedback from your learner
* Acquire feedback from your observer
* Analyse your own facilitation practices and identify opportunities for improvement

**Project 1 & 2 – Task 1: Session Plan and Delivery**

Item 1 of 5

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Description automatically generatedDownload the following from BrainstormRTO**

* **Participant Feedback Form**
* **Observation of Training checklist - Individual Session**

Access the **Delivery Plan** and **Session Plan** templates that you developed in the Design Cluster Project 4. You are now required to review and complete your Delivery Plan, ensuring your plan meets the needs of your learner. Customise your session plan to suit your learner and the required context, and arrange and review your learning resources to support your session.

**Step 1**. Using the **Delivery Plan** from Design Cluster Project 4:

* Review your Plan, and make necessary amendments to reflect the needs of your learner, and the learning environment.
* Enter the dates and times of your sessions
* Complete the Risk Assessment and Management Plan based on your training environment

**Step 2**. Using your selected **Session Plan**, you are required to review and customise your session plan to suit your learner and the required context. When customising your session plan, using the version control table at the bottom of the session plan, ensure you document any modifications you have made and update the version control in the footer.

Your session plan must include:

* The topic of the session
* Learner’s and trainer's names
* Characteristics of the learner, e.g., job role, learning needs, etc.
* Details of any WHS implications that may exist including emergency evacuation procedures and any other relevant WHS considerations related to the topic or training environment
* A brief introduction outlining what is to be covered
* Timings for each section
* A step-by-step guide to the delivery steps related to the content being presented
* Details of training strategies you will use in the delivery of your session
* Details of any training resources needed, e.g., PowerPoint, whiteboard, policies and procedures, flipchart paper, etc.
* A conclusion summarising the key points in the session
* Updated version control table and footer

**Step 3.** Arrange and review any resources you need to deliver your session. Resources may include PowerPoints (or similar applications for presenting), handouts, copies of standard operating procedures, policies, checklists, forms, screenshots - or if you are using equipment, take a photo and upload the photo of the equipment used (e.g. props, tools, models etc)

**Step 4**. Provide a copy of one communication that advises the learner about the proposed work skill training session. This communication should advise of the logistics of the session, e.g., date, time, location, subject, and what the learner needs to bring,

This can be in the form of an email, memo, screenshot from a social media platform, etc.

**Step 5**. Deliver your 30-minute work-skill training session to another student, a colleague, someone playing the role of a participant, or a learner from your own work environment, making sure you:

* Follow your session plan
* Use learning resources as appropriate
* Make notes on the learner’s performance
* Record changes made in approach and delivery styles where necessary
* Ask your learner to complete a **Participant Feedback Form**
* Have your Blueprint assessor or a suitably qualified observer evaluate your session and complete an **Observation of Training checklist - Individual Session**See notes below.

**Ensure all fields in your Session Plan and Delivery Plan are completed in detail.**

* Your revised and completed **Delivery Plan**
* your revised and completed **Session Plan (you only upload the one (1) session plan that you will be using - not all three (3) session plans**
* any resources required for the training session (e.g. powerpoint, forms, handouts, photos of equipment)

**Task 2: Communication**

Item 2 of 5

**You are required to provide one (1) communication, eg, email, etc, for your work skill training sessions.**

Ensure you provide sufficient information in your communication to let the learner know where the training will occur, what's the date and the time of the training session, what equipment and resources do they need to bring and any other requirements.

**Task 3: Participant Feedback**

Item 3 of 5

**On completion of your delivery session, you are required to obtain feedback from your learner.**

* Your completed **Participant Feedback Form** from Step 1

**Task 4: Observation of Training - Individual Session**

Item 4 of 5

You are required to have an **Observation of Training checklist – Individual Session**completed by your Blueprint assessor or your nominated Third Party Observer after you have delivered your presentation.

If you are using a Third Party Observer, remember to provide them with a copy of the Observation of Training Checklist - Individual Session and advise them of the project you are completing.

**Note: - if you are providing a link to your video - then type the link into the text box below. You will not be able to upload the Observation of Training checklist - Individual Session on your first attempt. Your Blueprint assessor will review your recording and then send you the checklist with feedback. You will then resubmit, uploading the checklist.**

* Your completed **Observation of Training checklist – Individual Session**

**Task 5: Self-reflection**

Item 5 of 5

On completion of your delivery session, you are required to reflect on your performance and complete a self-reflection

**Note: - if you are submitting a video link, you will not be able to complete the self-reflection until you receive the Observation of Training checklist - Individual Session from your Blueprint Assessor. - You will need to submit this reflection again after you have received the checklist so that you can incorporate feedback from the observer.**

**Step 1**. Using the feedback provided by both your learner and the observer,  as well as your own thoughts from your presentation, complete the following table.