**TAE40122 Delivery Cluster - Project 3 Overview**

**Project 3- Assessment Requirements**

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Description automatically generated

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:** |
| * **Training attendance records** * **Participant Feedback Form** * **Observation of Training - Group Delivery** | Large group training room, Forms and Templates, Training Delivery. |
| * **Delivery Plan** * **Session Plan** | You have created these documents in Design Cluster Project 5 (check your folder) |

This project requires you to plan, deliver, and evaluate **three (3) consecutive, structured training sessions to a group of four (4) or more participants** based on a current nationally recognised unit of competency, or aligned with other recognised frameworks, eg,Senior Certificate of Education – National Curriculum, Australian Qualification Framework (AQF), Australian Core Skills Framework.

This will allow you to demonstrate a range of training and facilitation skills to diverse learners. You are required to incorporate theory and practical components in your sessions.

This project covers all three (3) of your 30-minute training sessions and will use the session plans you developed in the Design Cluster Project 5.

**Task 1: Delivery Plan**

Item 1 of 8

Access the **Delivery Plan**template that you developed in the Design Cluster Project 5. You are now required to review and complete your **Delivery Plan**,  ensuring your plan meets the needs of your learners.

**Step 1.**Using the **Delivery Plan**from Design Cluster Project 5:

* 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
* Ensure all fields have been completed

**Task 2 - 4: Session Plan 1**

Item 2, 3, 4 of 8

Access the **Session Plan**template for your first session that you developed in the Design Cluster Project 5. You are now required to review and customise your session plan to suit your learner and the required context and arrange and review your learning resources to support your session.When customising your session plan, ensure you retain your original plan as evidence of any modifications you have made.

**Step 1.**Using your first **Session Plan**, you are required to review and customise your session plan to suit your learner and the required context

Your session plan must include:

* The topic of the session
* Learners’ and trainer's names
* Characteristics of the learners, 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 2.** 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 etc., and equipment requirements, which are to be listed in the Delivery Resources section on the session plan.

**Step 3.**Deliver your 30-minute training session to other students, colleagues, personsplaying the role of participant, or learners from your own work environment, making sure you:

* Ensure you have completed all sections of your **Session Plan.**
* Follow your session plan
* Use learning resources as appropriate
* Make notes on the learners’ performance
* Record changes made in approach and delivery styles where necessary
* Ask one (1) 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 – Group Delivery**form.

**NB**. One (1) **Observation of Training Checklist – Group Delivery**form will be used to cover all three (3) sessions

 Upload your completed first **Session Plan &** any resources required for the training here

**Task 5: Training Attendance Record**

Item 5 of 8

In delivering training, you are required to keep a record of attendance for those participants in your session. In this task, you will provide an Attendance Record for each of your three (3) sessions showing a **minimum of four (4) participants**in each session.

* 3 x **Training Attendance Records**– one for each of your 3 training sessions

**Task 6: Observation of Training check - Group Delivery**

Item 6 of 8

In this task, you are required to provide a copy of the **Observation of Training Checklist – Group Delivery**completed by your Blueprint trainer/assessor or suitably qualified observer.

**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 - Group Delivery** 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.

* **Observation of Training Checklist – Group Delivery**
* If you are using a Third Party Observer - the completed **Third Party Observer - Guidelines and Details** with a minimum of one (1) supporting document of their credentials

**Task 7: Participant feedback**

Item 7 of 8

On completion of each of your **three (3) delivery sessions,** you are required to obtain feedback from your learners.

* Ask **one (1) learner** from each session to complete a **Participant Feedback Form**
* 3 x **Participant Feedback Forms**completed by 1 student from each of your 3 training sessions.