**TAE40122 Design Cluster - Project 3 Overview**

**Using nationally recognised training products**

Item 1 of 2

**YOUR TASK**

You have recently joined the training team at BrainstormRTO. You have received an email from the Training Manager at BrainstormRTO. Please read the email request and follow the instructions.

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| Welcome to our team,  It’s great to have another trainer joining BrainstormRTO, bringing with you another suite of workplace skills and experiences.  I’d like you to contextualise our existing program for the delivery of FSK20119 Certificate II in Skills for Work and Vocational Pathways, and incorporate elective units from your vocational area.  This will provide flexibility and a variety of employment pathways for our students ensuring we meet local employment opportunities for entry level vacancies.  Look through the packaging rules to determine how many elective units you can add to this course, then consider the entry level employment needs and the opportunities for our students to gain employment on graduation. Please double check that the packaging rules are correct, I've received some feedback that the wrong unit has been listed as the core unit - this is an elective, and the core unit FSKLRG011 has been listed as an elective. Please correct this on the TAS and then check the packaging rules again to ensure there are sufficient group A and group B electives.  You will need to change the date to indicate when you have modified the document.  Remember to add your name to the list of trainers in Section 2, indicating the units where you meet the trainer profile requirements.  Please add your additional units in Section 3, including ideas for how you will gather the evidence for each unit.  If you think the students would benefit from work experience, then you can add this to Section 4.  Ideally, we’d like to keep all delivery of this program within our simulated training environment.  I’d like you to be involved in the validation of the program prior to implementation, please update the list of validation participants to include your name in Section 6.  Evidence of industry consultation, including feedback from our local employers can be found in the Assessment Centre in the validation and moderation filing cabinet drawer. It's a good idea for you to become familiar with these documents as well.  Lastly, you need to add your name to the RTO Management Checklist as an accountable RTO Staff member responsible for this strategy.  If you have any questions, send me an email.  Regards  T.B. Constance Training Manager BrainstormRTO Email: training.manager@brainstormRTO.com.au |

**Updating the TAS**

Item 2 of 2

**Download the file - TAS FSK20119 BrainstormRTO.**

**Step 1:** Review the **TAS**document

**Read**the TAS for FSK20119, this document outlines the course details including:

* Unit selection for the course
* Target learners and their characteristics
* Assessment strategies
* Industry engagement
* and Validation schedule

**Read**the Industry Engagement emails, these documents are found in the BrainstormRTO - Assessment Centre, in the Validation and Moderation filing drawer.  Scroll down and you will find an email from Kai Yu and Jillian Jones.

**Step 2:**Add 2 additional units from your vocational (industry) area

Thinking about your vocational area, find 2 suitable units on training.gov.au

* **Update**the TAS document, adding your name as the person updating the TAS
* **Add**the two imported units to page 3
* **Determine**the ACSF levels of each core skill for your imported units. (refer to ACSF Level Tool)
* **Add** the ACSF levels for the required core skills for each imported unit
* **Update section 2 -** you need to add yourself as a trainer and add the two imported units
* **Update section 3 -**you need to add the two imported units and select evidence gathering methods for assessment e.g. (knowledge quiz, observations, projects - what do you think is appropriate)
* **Update section 6 -** adding yourself to the list of other participants
* **Update section 8 -** adding your name and date as an accountable RTO staff member responsible for the strategy

**Step 3:**Ensure you have followed all instructions in the email from the RTO Manager