**TAE40122 Design Cluster - Project 4 & 5 Overview**

**Task 1 Mindmap**

Item 1 of 4

Download the following documents from BrainstormRTO

* **Mindmap** template - for session planning

When you design training programs, it’s important to identify and collaborate with stakeholders; those who have a vested interest in this course include the RTO Manager, our industry partners that we’ve sought feedback from, potential students, and our LLN specialist support team.

You must refer to the **TAS for FSK20119**, this is a document you are now very familiar with.

You should also consider the**integrated support plans** you have created earlier, you may need to add additional support within your training session for some learners in the group.

Additional information can be found in the:

* **Meeting notes from the LLN specialist**in the**Student Profiles**
* **Emails - industry engagement**.

Analyse the training requirements for the Unit of Competency. The **mindmap**will help you plan for the development of your session plans covering the entire Unit of Competency.

**Step 1.**

Select a Unit of Competency from the course FSK20119.

You can select any unit where you are familiar with the content. You will have the opportunity to use these session plans in the Delivery cluster - this is an opportunity for you to share your knowledge and skills with others.

**Step 2.**

* You need to unpack the requirements of the unit.
* Look at the assessment conditions to determine what resources and equipment are required.

**Step 3.**

Think about:

* The objectives and outcomes of the training.
* What topics are relevant?
* How will the training be delivered?
* What formative assessment might be needed?
* What learner characteristics do you need to consider?
* Consider resources and activities that could be incorporated into the training.

Remember, Training Packages don’t tell you how to train, they are the performance standards and outcomes that must be achieved. Your session plans will provide students with the skills and knowledge required to be ready for the final assessment.

Your **mindmap**is a planning document to help you build your session plans.

**Learning Resources**

Item 2 of 4

 Download the following documents from BrainstormRTO

* **Learning Resources Mapping Matrix**template

You have now completed your mindmap. This process has helped you unpack the requirements of the Unit of Competency, identify your target learners and their characteristics, identify any additional advice from the learning support specialists and also consider the feedback from industry.

Before you start to build your session plans, you need to identify any existing learning resources that are available to you, and then evaluate their suitability.

To ensure the identified resources are appropriate for this unit - you will complete a Learning Resources Mapping Matrix.

This exercise will also help you identify where you might have gaps in the learning.

**Steps to complete the Learning Resources Mapping Matrix.**

1. Locate the unit of competency you have selected on training.gov.au.
2. Using your **Learning Resources Mapping Matrix** edit this document to populate the components of the unit. (this content is copied from training.gov.au)
3. Map any resources that you plan to use in your training delivery on the mapping matrix. This will include PowerPoint slides, handouts, learner guides, videos, etc…
4. Note: - you won’t map anything to the learning activities yet - you will revise the mapping after you have completed the**Delivery and Session plans**for your three (3) sessions
5. Ensure you have included any equipment and resources listed in the Assessment Conditions of the unit.

Save your **Learning Resources Mapping Matrix** - you will update this again after you have completed the **Delivery and Session Plans.**

Now that you have identified and evaluated the suitability of existing learning resources, answer the following questions. (Refer to the list of suggested resources you are already aware of)

**Do you have sufficient learning resources for your training delivery?**

**Do you think these resources are suitable for the learners - explain why?**

**What additional resources would be helpful?**

**How would you access the additional resources if needed?**

**Provide two (2) sources of appropriate resources that you could download for free**

**Provide two (2) examples of additional resources that could be purchased - include the source and the cost.**

**Task 3: Delivery and Session Plans**

Item 3 of 4

Download the following documents from BrainstormRTO

* + **Delivery and Session plans**template

Your task is to design, develop and document plans for a group of learners.

You are to create at least three session plans.

You have already completed the **mindmap** in your pre-planning process.

Now, you need to take this information and develop at least three (3) consecutive session plans.

You also need to find suitable resources that could be used in the training.

**Steps in preparing your session plan.**

**Step 1**

* Refer to the Instructions at the beginning of the Delivery and Session Plans template to familiarise yourself with the fields that must be completed
* Your task is to confirm that the entire unit has been covered within the three (3) consecutive session plans. You will now summarise this in the Delivery Plan section of the **Delivery and Session Plans** template. Your Delivery Plan will provide an overview of all sessions within the training program. The delivery plan will help guide trainers and ensure that all content has been covered.
* Once you have finalised your session plans ensure that your plan captures the sessions accurately

**Step 2**

* Refer to the unit of competency you have selected
* Refer to the learner characteristics in the group
* Use your **Mindmap** to help you plan the requirements for each session
* Determine an appropriate Icebreaker to build rapport and introduce the subject
* List the objectives of your training session - consider 3 to 5 key points
* Your session must include a practical skill/activity
* Expand on each objective with 3 to 5 ‘content’ key points
* Decide on the best delivery strategy for each e.g., discussion, handout, go through power slides, ask a question etc.
* Order your information in a logical sequence
* Identify training aids or learning resources required for each objective or key topic
* Include formative assessment as part of your training
* Summarise and wrap up the session
* Each session must be at least 30 minutes in duration
* Test your plan by conducting a “dry run” (with timings, where possible)

**Check**all fields have been completed on the **Delivery and Session Plans.**

**Task 4; Learning Resources Mapping Matrix**

Item 4 of 4

Your task is to review the session plans and ensure the required skills and knowledge requirements for the unit have been addressed.

You have already documented the learning resources on your **Learning Resources Mapping Matrix.**

You now need to map the learning activities from your three (3) session plans to the **Learning Resources Mapping Matrix**and save the document**.**

This will confirm that the requirements of the unit of competency and their assessment requirements have been fully addressed in the overall plan.