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| **TAE40116 – Certificate IV in Training & Assessment – Let the Journey Begin** | | | | | | |
| **Planning Training Programs** | | **Start With The End In Mind – Assessing Competency & Validation** | | **Identifying & Meeting Participant Needs** | | **Delivering Quality Training** |
| **AXcelerate Course Name:**  **Cluster 1**  [**TAE40116 DESIGN CLUSTER**](https://blueprint.uplearn.com.au/course/38469/2019-public-tae40116-design-cluster) | **→** | **AXcelerate Course Name:**  **Cluster 2**  [**TAE40116 ASSESSMENT CLUSTER**](https://blueprint.uplearn.com.au/course/38483/2019-public-tae40116-assessment-cluster) | **→** | **AXcelerate Course Name:**  **Cluster 4**  [**TAELLN411 ADDRESS ADULT LLN SKILLS**](https://blueprint.uplearn.com.au/course/26844/2019-taelln411-address-adult-language-literacy-and-numeracy-skills) | **→** | **AXcelerate Course Name:**  **Cluster 3**  [**TAE40116 DELIVERY CLUSTER**](https://blueprint.uplearn.com.au/course/44860/2019-public-tae40116-delivery-cluster) |
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| **Units Covered:**   * TAEDES401 * TAEDES402 |  | **Units Covered:**   * TAEASS401 * TAEASS502 * TAEASS402 * TAEASS403 |  | **Unit Covered:**   * TAELLN411 |  | **Units Covered:**   * TAEDEL301 * TAEDEL401 * TAEDEL402 |
| **Textbook Chapters:**   * 1 & 2 |  | **Textbook Chapters:**   * 9, 10, 11 |  | **Textbook Chapter:**   * 3 |  | **Textbook Chapters:**   * 4, 5, 6 |
| **Live Zoom Session times at:** <https://10to8.com/book/blueprintcd/>  **Weekly alternating Mon/Tues**  8.30am – 4.00pm  Booked in for: |  | **Live Zoom Session times at:** <https://10to8.com/book/blueprintcd/>  **Weekly alternating Tues/Wed Pt1 & Wed/Thurs Pt2** 8.30am – 4.00pm  Booked in for:  Booked in for: |  | **Live Zoom Session times at:** <https://10to8.com/book/blueprintcd/>  **Fortnightly alternating Fri / Mon**  8.30am – 4.00pm  Booked in for: |  | **Live Zoom Session times at:** <https://10to8.com/book/blueprintcd/>  **Monthly alternating Thurs / Fri**  8.30am – 12.00pm (Theory only)  Booked in for:  Check-in re: practical deliveries options |
| **Learning Overview**   * The Vocational Education sector * How to use accreditation training to meet learner needs * What’s involved in putting together Training & Assessment Programs, Plans and Strategies |  | **Learning Overview**   * Competency based assessment * Rules of evidence & Principles of assessment * Developing assessment tools/RPL * Validation strategies to ensure quality training & assessment * Trainer / assessor reflection of own performance to support improvement |  | **Learning Overview**   * Australian Core Skills Framework * Understanding Literacy, Learning & Numeracy requirements/tools * Learning Resources * Assessment Resources |  | **Learning Overview**   * Adult learning theories & styles * Training delivery strategies & techniques * Managing behaviours with learners |

**Register for live general public online classroom sessions at:**

<https://10to8.com/book/blueprintcd/>

**Assessment Summary**

**Introduction & Getting Started:**

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| **PROJECT** | **Q#** | **ASSESSMENT TASKS**  **(Tick when done and submitted)** | **COMMENTS** |
| **1. Learner Portal – Video tutorials and quiz** |  | ☐ Video tutorials and quiz |  |
| A picture containing text, writing implement, stationary  Description automatically generated **2. Getting Started & Student Induction** |  | ☐ Learner Agreement  ☐ Privacy Notice  ☐ Data Collection |  |
| **3. Introduction to VET** |  | ☐ Introduction to VET video and quiz |  |

**TAE Cluster 1 Design:**

TAEDES401 - Design and develop learning programs

TAEDES402 - Use training packages and accredited courses to meet client needs

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| **PROJECT** | **Q#** | **ASSESSMENT TASKS (Tick when done and submitted)** | **COMMENTS** |
| **TAE Cluster 1 Design Introduction** |  | ☐ Cluster 1 – Introduction Video  ☐ Online quiz |  |
| **TAE Cluster 1 Design: Project 1 Training & Assessment Strategy (TAS)** | Q1 | ☐ Training and Assessment strategy | This task is covered by Blueprint Career Development in a live half day Zoom Class each week – book at: <https://10to8.com/book/blueprintcd/> |
| **TAE Cluster 1 Design: Project 2 Training Program Proposal & Plan** | Q1 | ☐ Training Program Proposal |  |
| **TAE Cluster 1 Design: Project 3 Knowledge Questions** | Q1 | ☐ Knowledge Questions | This content is covered by Blueprint Career Development in a live half day Zoom Class each week – book at: <https://10to8.com/book/blueprintcd/> |

**TAE Cluster 2 - Assessment**

TAEASS401 Plan assessment activities and processes TAEASS402 Assess competence

TAEASS403 Participate in assessment validation TAEASS502 Design and develop assessment tools

| **PROJECT** | **Q#** | **ASSESSMENT TASKS**  **(Tick when done and submitted)** | **COMMENTS** |
| --- | --- | --- | --- |
| **TAE Cluster 2 Assessment Introduction** |  | ☐ TAE Cluster 2 Assessment – Intro Video  ☐ Online quiz |  |
| **TAE Cluster 2: Assessment - Project 1** – Assessing BSBWHS211 | Q1  Q2  Q3  Q4  Q5 | ☐ Assessment plan  ☐ Observation checklist  ☐ Marking guide written knowledge test  ☐ Assessment mapping matrix  ☐ Assessment validation report | This task is covered by Blueprint Career Development in a live half day Zoom Class each week – book at: <https://10to8.com/book/blueprintcd/> |
| **TAE Cluster 2: Assessment - Project 2** – Unit of your choice or BSBCMM211 | Q1  Q2  Q3  Q4  Q5 | ☐ Assessment plan  ☐ Observation checklist  ☐ Marking guide written knowledge test  ☐ Assessment mapping matrix  ☐ Assessment validation report |  |
| **TAE Cluster 2: Assessment - Project 3** – Upgrade FSKDIG01 to FSKDIG001 | Q1  Q2  Q3  Q4  Q5 | ☐ Assessment plan  ☐ Observation checklist  ☐ Marking guide written knowledge test  ☐ Assessment mapping matrix  ☐ Assessment validation report |  |
| **TAE Cluster 2: Assessment - Project 4** – RPL Assessment of BSBCMM411 | Q1  Q2  Q3 | ☐ Assessment plan - RPL  ☐ RPL assessment kit  ☐ RPL assessment review | This task is covered by Blueprint Career Development in a live half day Zoom Class each week – book at: <https://10to8.com/book/blueprintcd/> |
| **TAE Cluster 2: Assessment - Project 5** – RPL Assessment of BSBPEF202 | Q1  Q2  Q3 | ☐ Assessment plan - RPL  ☐ RPL assessment kit  ☐ RPL assessment review |  |
| **TAE Cluster 2: Assessment - Project 6** – Conduct Assessments x3 | Q1  Q2  Q3 | ☐ Student 1 – Assessment Records  ☐ Student 2 – Assessment Records  ☐ Student 3 – Assessment Records | This task is covered by Blueprint Career Development in a live half day Zoom Class each week – book at: <https://10to8.com/book/blueprintcd/> |
| **TAE Cluster 2: Assessment – Project 7** Knowledge Questions | Q1-27 | ☐ Knowledge Questions | This content is covered by Blueprint Career Development in a live half day Zoom Class each week – book at: <https://10to8.com/book/blueprintcd/> |

**TAE Cluster 4 - TAELLN411 Address adult language, literacy and numeracy skills**

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| **PROJECT** | **Q#** | **ASSESSMENT TASKS**  **(Tick when done and submitted)** | **COMMENTS** |
| **TAE Cluster 4 TAELLN411** - Introduction |  | ☐ Online quiz after videos watched | This entire unit is covered by Blueprint Career Development in a live Zoom Class each fortnight – book at: <https://10to8.com/book/blueprintcd/> |
| **TAE Cluster 4 TAELLN411** – Project 1 Analyse LLN Requirements | Q1  Q2  Q3 | ☐ Unpacking BSBCMM401  ☐ Learner LLN Level Testing  ☐ ACSF unit analysis and student profile |  |
| **TAE Cluster 4 TAELLN411** – Project 2 Multiple Choice Questions | Q1  Q2  Q3 | ☐ Multiple Choice  ☐ Multiple Choice  ☐ Multiple Choice |  |
| **TAE Cluster 4 TAELLN411** – Project 3 Use Resources & Strategies to Address Skill Requirements | Q1  Q2 | ☐ 2 Training Resources  ☐ 2 Assessment Tools |  |
| **TAE Cluster 4 TAELLN411** – Project 4 Use specialist LLN support where required | Q1  Q2  Q3 | ☐ Long answer question  ☐ Long answer question  ☐ Long answer question |  |
| **TAE Cluster 4 TAELLN411** – Project 5 Evaluate effectiveness of learning support and assessment strategies | Q1 | ☐ Self-Reflection |  |

**TAE Cluster 3 Delivery**

TAEDEL401 Plan, organise and deliver group-based learning BSBCMM401 Make A Presentation

TAEDEL402 Plan, organise and facilitate learning in the workplace

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| **PROJECT** | **Q#** | **ASSESSMENT TASKS**  **(Tick when done and submitted)** | **COMMENTS** |
| **TAE Cluster 3 Delivery Introduction** |  | ☐ TAE Cluster 3 Delivery – Intro Video  ☐ Online quiz |  |
| **TAE Cluster 3 Delivery** – Project 1 Workplace Learning Pathway 1 | Q1  Q2  Q3 | ☐ Individual Learning Plan 1  ☐ 10 – 15 min Session Plan 1 & training resources required to deliver (if applicable)  ☐ Trainer or 3rd Party Evaluation – Workplace Instruction | Project 1 & 2 are a repeat of each other with the same Trainer Observation or 3rd Party Report  NB Distance students may complete this in the workplace with a TAE40116 holder observing the 2 x 1:1 Workplace Skill Coaching sessions and completing the 3rd Party Report |
| **TAE Cluster 3 Delivery** – Project 2 Workplace Learning Pathway 2 | Q1  Q2  Q3 | ☐ Individual Learning Plan 2  ☐ 10 – 15 min Session Plan 2 & training resources required to deliver (if applicable)  ☐ Trainer or 3rd Party Evaluation – Workplace Instruction |
| **TAE Cluster 3 Delivery** – Project 3 Group Based Training | Q1  Q2  Q3  Q4  Q5  Q6  Q7  Q8 | ☐ Pre-Training Preparation Checklist  ☐ Communication relating to organisational & training logistics (at least 2)  ☐ 40 min Session Plan for Group Training delivery 1 & resources used  ☐ 40 min Session Plan for Group Training delivery 2 & resources used  ☐ Training Attendance Records (both sessions)  ☐ Training Evaluation or 3rd Party Observation Checklist  ☐ Learner Feedback Forms x 2  ☐ Trainer Self & Session Evaluation | Project 3 requires the delivery of 2 x (min) 40min training deliveries (consecutive) to a group of 8+ attendees.  NB Distance students may complete this in the workplace or in an online class with a TAE40116 holder observing the 2 x 40 minute sessions and completing the 3rd Party Report |
| **TAE Cluster 3 Delivery** – Project 4 Knowledge Questions | Q1 – Q25 | ☐ Knowledge Questions |  |

Graphical user interface, text, application, email

Description automatically generated