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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** |
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|  **TAE Cluster 2 Assessment Introduction** |  | ☐ TAE Cluster 2 Assessment – Intro Video☐ Online quiz |  |
|  **TAE Cluster 2: Assessment - Project 1** – Assessing BSBWHS211 | Q1Q2Q3Q4Q5 | ☐ 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 | Q1Q2Q3Q4Q5 | ☐ 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  | Q1Q2Q3Q4Q5 | ☐ 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 | Q1Q2Q3 | ☐ 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 | Q1Q2Q3 | ☐ Assessment plan - RPL☐ RPL assessment kit☐ RPL assessment review  |  |
|  **TAE Cluster 2: Assessment - Project 6** – Conduct Assessments x3 | Q1Q2Q3 | ☐ 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 | Q1Q2Q3 | ☐ Unpacking BSBCMM401☐ Learner LLN Level Testing☐ ACSF unit analysis and student profile |  |
|  **TAE Cluster 4 TAELLN411** – Project 2 Multiple Choice Questions | Q1Q2Q3 | ☐ Multiple Choice ☐ Multiple Choice ☐ Multiple Choice |  |
|  **TAE Cluster 4 TAELLN411** – Project 3 Use Resources & Strategies to Address Skill Requirements | Q1Q2 | ☐ 2 Training Resources☐ 2 Assessment Tools |  |
|  **TAE Cluster 4 TAELLN411** – Project 4 Use specialist LLN support where required | Q1Q2Q3 | ☐ 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  | Q1Q2Q3 | ☐ 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  | Q1Q2Q3 | ☐ 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  | Q1Q2Q3Q4Q5Q6Q7Q8 | ☐ 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 |  |

