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| **TAE40122 General Assessments** | | | |
| **PROJECT** | **Q#** | **ASSESSMENT TASKS** | **WHEN COMPLETED** |

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| **Learner Portal - Video tutorials and quiz** | Q1 - 6 | Learn how to use the learner portal (Quiz) | Self-paced |
| **LLN and Digital Literacy Quiz – Certificate IV** | Q1 – Q22 | Language ang literacy  Numeracy  Digital literacy | Self-paced |
| **Getting started and student details** | Q1-12 | Reporting and Media Release permission  Learning Support  Privacy Notice  Data collection | Self-paced |
| **Student Code of Conduct** | Q1-10 | Confirmation of Understanding and Agreement  Student Code of Conduct | Self-paced |
| **Ready to proceed to enrolment** | Q1 | Confirmation of LLN and Digital Literacy skills | Self-paced |

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| **Working in VET Cluster** | | | |
| **PROJECT** | **Q#** | **ASSESSMENT TASKS** | **WHEN COMPLETED** |
| **Working in VET - Glossary** | Q1 | Building your own glossary of terms | Self-paced |
| **Working in VET – Trainer Profile & PD** | Q1  Q2 | Task 1 - Brainstorming activity  Task 2 - Completing the Trainer Profile & PD Plan | Self-paced |
| **Working in VET – Ethical Considerations** | Q1 | Record of Ethical discussion | In-class or via Zoom or Self-paced |
| **Working in VET – Industry Engagement** | Q1  Q2 | Case Study – creating an Industry Engagement Plan  Reviewing your own compliance | In-class or via Zoom or Self-paced |
| **Working in VET Cluster -**  **Knowledge Questions** | Q1 - Q38 | Knowledge Questions | Self-paced |
| **Training Design Cluster** | | | |
| **PROJECT** | **Q#** | **ASSESSMENT TASKS** | **WHEN COMPLETED** |
| **Design – Developing the TAS** | Q1  Q2  Q3  Q4 | Using nationally recognised training products  Researching nationally recognised training products  Update the TAS  Reflection | In-class or via Zoom or Self-paced |
| **Design – Foundation Skills Support Strategies** | Q1  Q2  Q3  Q4 | Brainstorming – Strategies to integrate Foundation Skills  Accessing and using support strategies  Sourcing the Position Description  Unpacking of Foundation Skills | In-class or via Zoom or Self-paced |
| **Design – Integrated Support Plans** | Q1  Q2  Q3 | Developing the Integrated Support Plan (Addisu)  Developing the Integrated Support Plan (Lilly)  Developing the Integrated Support Plan (David) | In-class or via Zoom or Self-paced |
| **Design – Designing session plans – Unit 1** | Q1  Q2  Q3  Q4  Q5 | Collaborating with stakeholders  Mindmap  Suitability of sessions, resources & reflection  Delivery and Session Plans  Delivery and Session Plan Mapping Matrix | In-class or via Zoom or Self-paced |
| **Design – Designing session plans – Unit 2** | Q1  Q2  Q3  Q4 | Mindmap  Suitability of sessions, resources & reflection  Delivery and Session Plans  Delivery and Session Plan Mapping Matrix | In-class or via Zoom or Self-paced |
| **Design Cluster – Knowledge Questions** | Q1-  Q37 | Knowledge Questions | Self-paced |

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| **Delivery Cluster** | | | | |
| **PROJECT** | **Q#** | **ASSESSMENT TASKS** | **WHEN COMPLETED** | |
| **Delivery – 1st Individual Session** | Q1  Q2  Q3  Q4  Q5 | Delivery and Session Plan  Communication  Participant Feedback  Observation of Training Checklist - Individual Session  Self-Reflection | In-class or self-paced | |
| **Delivery – 2nd Individual Session** | Q1  Q2  Q3  Q4  Q5 | Delivery and Session Plan  Communication  Participant Feedback  Observation of Training Checklist - Individual Session  Self-Reflection | In-class or self-paced | |
| **Delivery – Group Delivery** | Q1  Q2  Q3  Q4  Q5  Q6  Q7  Q8 | Delivery Plan  Session 1  Session 2  Session 3  Training Attendance Record  Observation of Training Checklist – Group Delivery  Participant Feedback  Trainer Self-Reflection | In-class or self-paced | |
| **Delivery – Knowledge Questions** | Q1 - 39 | Knowledge Questions | Self-paced | |
| **Assessment Cluster** | | | |
| **PROJECT** | **Q#** | **ASSESSMENT TASKS** | **WHEN COMPLETED** | |
| **Assessment – Pre-Assessment Validation**  FSKWTG008 | Q1 | Pre-Assessment Validation Report | In-class or via Zoom or Self-paced | |
| **Assessment - Assessing**  FSKWTG008 | Q1  Q2  Q3  Q4 | Pre-Assessment Checklist  Student Marked Assessments (David, Sarah)  WHS Risk Assessment form  Student surveys & Assessment process Self-Reflection | In-class or via Zoom or Self-paced | |
| **Assessment – Post-Assessment Validation**  FSKWTG008 | Q1 | Post-Assessment Validation Report | In-class or via Zoom or Self-paced | |
| **Assessment – Pre-Assessment Validation**  FSKNUM014 | Q1 | Pre-Assessment Validation Report | In-class or via Zoom or Self-paced | |
| **Assessment - Assessing**  FSKNUM014 | Q1  Q2  Q3  Q4 | Pre-Assessment Checklist  Student Marked Assessments (David, Sarah & Chris)  WHS Risk Assessment form  Student surveys & Assessment process Self-Reflection | In-class or via Zoom or Self-paced | |
| **Assessment – Post-Assessment Validation**  FSKNUM014 | Q1 | Post-Assessment Validation Report | In-class or via Zoom or Self-paced | |
| **Assessment – Pre-Assessment Validation**  BSBPEF202 (RPL) | Q1 | Validation Meeting & Report | In-class or via Zoom or Self-paced | |
| **Assessment – Assessing via RPL**  BSBPEF202 (RPL) | Q1  Q2  Q3 | Pre-Assessment Checklist  BSBPEF202 RPL Assessment Kit & Completion of Competency record (Chris Brown)  Student survey & Assessment process Self-Reflection | In-class or via Zoom or Self-paced | |
| **Assessment – Post-Assessment Validation**  BSBPEF202 (RPL) | Q1 | Post-assessment Validation Report | In-class or via Zoom or Self-paced |
| **Assessment - Moderation**  FSKOCM003 | Q1  Q2 | Post-assessment Validation Report  Peer Review and Self-Reflection | In-class or via Zoom or Self-paced |
| **Assessment – Knowledge Questions** | Q1 - 44 | Knowledge Questions | Self-paced |
| **Stream – Workplace Trainer (one Stream must be completed)** | | | |
| **Workplace Stream -Workplace Learning & Mentoring** | Q1  Q2  Q3  Q4  Q5  Q6  Q7 | Workplace Trainer & Mentoring Workbook  Links to Recordings (or use third-party observer)  Learner Feedback - Workplace-based Training Form  Observation of Training Checklist- Individual Session  Self-Reflection – Workplace-Based Learning  Mentee Feedback Form  Mentor Self-Reflection Form | Self-paced |
| **Workplace Trainer Stream**  Knowledge Questions | Q1-  Q12 | Knowledge Questions | Self-paced |
| **Finalise your course** | | | |
| **PROJECT** | **Q#** | **ASSESSMENT TASKS** | **WHEN COMPLETED** |
| **Wrap up your course** | Q1  Q2  Q3  Q4  Q5 | USI  Legal Name  Assessments  Where to from here?  Survey | Self-paced |