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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** | Q1Q2 | [ ]  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** | Q1Q2 | [ ]  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** | Q1Q2Q3Q4 | [ ]  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** | Q1Q2Q3Q4 | [ ]  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** | Q1Q2Q3 | [ ]  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** | Q1Q2Q3Q4Q5 | [ ]  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** | Q1Q2Q3Q4 | [ ]  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**  | Q1Q2Q3Q4Q5 | [ ]  Delivery and Session Plan[ ]  Communication [ ]  Participant Feedback[ ]  Observation of Training Checklist - Individual Session[ ]  Self-Reflection | In-class or self-paced |
| **Delivery – 2nd Individual Session** | Q1Q2Q3Q4Q5 | [ ]  Delivery and Session Plan[ ]  Communication [ ]  Participant Feedback[ ]  Observation of Training Checklist - Individual Session[ ]  Self-Reflection | In-class or self-paced |
| **Delivery – Group Delivery**  | Q1Q2Q3Q4Q5Q6Q7Q8 | [ ]  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 | Q1Q2Q3Q4 | [ ]  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 | Q1Q2Q3Q4 | [ ]  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) | Q1Q2Q3  | [ ]  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** | Q1Q2Q3Q4Q5Q6Q7 | [ ]  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** | Q1Q2Q3Q4Q5 | [ ]  USI[ ]  Legal Name[ ]  Assessments[ ]  Where to from here?[ ]  Survey | Self-paced |