**TAE40122 Workplace Trainer Cluster - Project 1 Overview**

**Overview**

This cluster addresses the skills and knowledge required to prepare for, plan and facilitate **workplace-based learning**for learners in the workplace, including customising and implementing existing learning plans and resources based on nationally recognised products.

Further, it addresses the skills and knowledge required to establish and **develop a professional mentoring relationship** with an individual in a workplace. including planning and preparing for the mentoring, and implementing strategies suited to the mentee, the workplace and the mentoring relationship.

The units in the **Workplace Trainer** cluster apply to entry-level vocational education and training (VET) teachers and trainers who use facilitation and technical skills to facilitate learning in the workplace as well as workplace supervisors or other work colleagues who work under limited supervision and have responsibility for mentoring individuals in the workplace, e.g., apprentice or trainee.

This cluster is broken up into two (2) sections

**Firstly, you are required to**

* develop a workplace-based learning plan for **at least 3 different learners**
* facilitate workplace-based learning for **at least 1 of the above learners on at least 3 different occasions**, where each occasion must:
  + be of **at least 30 minutes’ duration**
  + address a **different performance outcome** from the workplace-based learning plan.

**Secondly, you are required to**

* negotiate and document an agreed **mentoring plan with 1 mentee** that sets out clear objectives and a timeframe for the mentoring relationship
* facilitate **at least 3 mentoring sessions** of at least **30 minutes** each with 1 mentee.

**Notes regarding the delivery of your work-based learning sessions**

As you will be completing your work-based learning sessions remotely (not in person/face to face with your assessor) you have the following options.

|  |  |
| --- | --- |
| **Your choice of delivery** | **Instructions for the delivery to be documented** |
| **Delivery remotely** - within your training environment - with a  qualified third party to observe your delivery | **In your work or educational environment**   * + You may conduct your delivery sessions in your work environment, eg, RTO, school, etc,   + Ask a **suitably qualified person**\* to observe your delivery and complete the **Observation of Training Checklist - Workplace-Based Session**template   + Provide the **Third Party Observer - Guidelines and Details**form to your nominated Third Party.   **\*Suitably qualified persons**  Suitably qualified persons may include those with the following credentials   * Certificate IV in Training and Assessment * A Diploma or higher in Adult Education * Skill Set relevant to training * School teacher * Corporate trainers, eg, Training Manager or other trainer engaged on a regular basis delivering training to others * Learning and Development (HR) professionals. * Vocational Competency and currency in training delivery   **You must upload the completed Third Party Observer - Guidelines and Details**form and any relevant document in the relevant project.  (ensure you keep a copy of these documents, as they will be required to be uploaded with any project where this third party is gathering evidence)  NOTE: You will be observed by your nominated third party and assessed by your Blueprint trainer/assessor. |

**Instructions**

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In this project, you will be using the **Workplace Training and Mentoring Record Book** to record a variety of activities as follows;

* Develop Workplace-Based Learning Plans for three (3) learners (Part B)
* Conduct three (3) Workplace-Based Learning sessions for one (1) learner (Part C)
* Negotiate a Mentoring Agreement with one workplace-based mentee (Part D)
* Conduct a series of three (3) Mentoring Meetings with your mentee (Part E)

Ensure you read the record book before you start the projects, and then complete the relevant details as your progress through the project.

Please note that**Part A** of the record book contains an Assessment Activity Record which requires you to record dates, times, etc. for the different activities in the program.



This assessment requires you to access our simulated work environment:**BrainStorm RTO.**

**Log into BrainStorm RTO:**<https://brainstormrto.uplearn.com.au/>

**Username**: blueprintcd

**Password**: blptcd001!

**Once logged in, you will need to access the following documents:**

|  |  |
| --- | --- |
| **Documents:** | **Location:** |
| * **Workplace Learning and Mentoring Record Book** * **Learner Feedback Form - Workplace-Based Training** * **Mentee Feedback Form** * **Mentor Feedback Form** * **Observation of Training Checklist - Workplace-Based Session** * **Third Party Observer - Guidelines and Details** | Large group training room, Small Group Training Room, or Co-Working Hub,  Forms and Templates  Workplace Stream. |

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Description automatically generatedIn preparation for your project, you are required to download the following documents from BrainstormRTO

* **Workplace Learning & Mentoring Record Book**
* **Observation of Training Checklist - Workplace-Based Session**
* **Learner Feedback - Workplace-Based Training**
* **Mentee Feedback**
* **Mentor Self-Reflection**
* **Third Party Observer - Guidelines and details**

**Task 1: Workplace Learning and Mentoring Record Book**

Item 1 of 7

**Step 1:** Complete Part B - Workplace-Based Learning Plans in the **Workplace Learning & Mentoring Record Book**

To complete this step you are required to prepare and develop a workplace-based learning plan for three (3) different learners.  Each plan must incorporate a minimum of three (3) sessions including activities sequenced to ensure safe and effective learning that leads to the required standard of work performance.

NB: You are required to complete each field in **Part B** - Workplace-Based Learning Plans.

**Step 2:**Deliver a minimum of three (3)  sessions from the workplace-based learning plans for at least one (1) of the learners from Step 1.

To complete this step you are required to deliver and document each occasion which must be at least 30 minutes duration.  Each session must be a different performance outcome from the workplace-based learning plan. Complete each field in **Part C** - Workplace-Based Learning Plans for Sessions 1, 2 & 3.

Record the dates and times in **Part A**- Assessment Activity Record.

**Step 3:** Mentoring Agreement

To complete this step you are required to negotiate and document an agreed mentoring plan Part D - Mentoring Agreement with one (1) mentee that sets out clear objectives and timeframes for the mentoring relationship.

Ideally, your mentee will be the person who you trained in the three (3) workplace learning sessions in Step 2 of this project. Alternatively, it could be someone else in your organisation who is new, changed job roles, or is in need of additional support by way of mentoring.

**Step 4:** Mentoring Meetings

You are required to conduct three (3) mentoring sessions of at least 30 minutes with the mentee. Document these sessions in Part E - Mentoring Meeting Checklists.

Record the dates and times in Part A - Assessment Activity Record.

Please keep in mind the following guidelines when conducting your meetings:

* Start the meeting by establishing a positive and open atmosphere.
* Clarify the objectives and goals for the meeting.
* Allow the mentee to share their progress, challenges, and concerns.
* Actively listen and provide constructive feedback and guidance.
* Encourage the mentee to set specific goals and develop an action plan.
* Discuss potential strategies, resources, and tools to support the mentee's growth.
* Provide relevant insights, experiences, and suggestions based on your expertise.
* Foster a supportive and non-judgmental environment.
* Discuss potential opportunities for the mentee's development and growth.
* Wrap up the meeting by summarizing key points and action steps, and schedule follow-up meetings if necessary.

During your meeting, ensure you take notes and complete each section of Part E - Mentoring Meeting Checklists.

You are now ready to upload your **Workplace Learning and Mentoring Record Book**. Please ensure that all sections of the book have been completed

**Task 2: Links to recordings (is no Third Party Observer available)**

Item 2 of 7

You are required to provide the links to the**three (3) Workplace-Based Learning sessions** you have delivered and documented in**Part C**

Submit your recording via Dropbox, Google Drive, YouTube, or other online media. It is your responsibility that this video link can be accessed by your Blueprint trainer/assessor.

(If you have used a third party to observe your training, type the following text in the response box - “I have used a Third Party Observer”)

#### **Task 3: Learner Feedback  - Workplace-Based Training**

Item 3 of 7

Check that the learner who participated in the three (3) Workplace-Based learning sessions has completed the Learner Feedback - Workplace-Based Training form in full.

You are only required to provide one (1) feedback form for the three (3) sessions you have conducted.

***Task 4: Observation of Training - Workplace-Based Session***

Item 4 of 7

Check that the Third-Party who observed you deliver the three (3) Workplace-Based learning sessions has completed the **Observation of Training Checklist - Workplace-Based Session** template in full.

#### **Task 5: Self reflection - Workplace-Based Learning**

Item 5 of 7

On completion of your Workplace-Based Learning sessions, you are required to reflect on your performance and complete a self-reflection

**Step 1**. Using the feedback provided by both your learner and the observer,  as well as your own thoughts from your delivery in the workplace, complete the  following table.

**Trainer Self-Reflection - Workplace-Based Learning.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Evaluate the effectiveness of the Workplace-Based learning sessions.** | | | | | | |
| **Rate the outcomes that were achieved by learner** | **Area** | **High** | **Moderate** | **Low** | **Unknown/Not applicable** | |
| Attention and interest |  |  |  |  | |
| Extension of knowledge |  |  |  |  | |
| Improvement in skills |  |  |  |  | |
| Change in attitude |  |  |  |  | |
| Development of LLN |  |  |  |  | |
| **What general improvements need to be made to the workplace-based sessions in the future?** | | | | | | | |
| **Improvement** | Yes | No | **Improvement** | Yes | | No | |
| Increase or decrease the delivery time |  |  | Give greater opportunity for learner participation |  | |  | |
| Modify sections of the delivery |  |  | Allow more time for discussion |  | |  | |
| Change vocal volume, pace, tone |  |  | Expand on knowledge content covered |  | |  | |
| Alter the resources used |  |  | Provide more time for practical activities |  | |  | |
| **Based on feedback received and your own analysis of session 1, what (if any) changes did you make before delivering other sessions?** | | | | | | | | |
|  | | | | | | | | |
| **What did you do well as a facilitator of workplace-based learning?** | | | | | | | | |
|  | | | | | | | | |
| **What would you like to improve upon?** | | | | | | | | |
|  | | | | | | | | |

**Ensure all fields are completed before you submit your self-reflection.**

#### **Task 6: Mentee Feedback form**

Item 6 of 7

Check that the Mentee who participated in the three (3) mentoring sessions has completed the **Mentee Feedback** form in full.

#### **Task 7: Mentor Self-Reflection**

Item 7 of 7

Following the three (3) mentoring sessions, complete the **Mentor Self-Reflection Form** in full reflecting on your own performance as a mentor.