



MHRC

MURRAY HOUSE RESOURCE CENTRE

(RTO 2068)

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Course Overview V1.5



TAE50216 DIPLOMA OF TRAINING DESIGN & DEVELOPMENT

COURSE OVERVIEW



WHO IS THE PROGRAM FOR?

The program is for trainer and assessors who wants to:

- take their training and assessment career to the next level
- gain more advanced skills in design of training programs, delivery and / or assessment
- manage a training team or department
- set up or manage an RTO
- deliver the qualifications, skill sets or units of competency from the TAE training package

Entry Requirements:

Although there is no formal pre-requisite for this course, it is highly recommended that you hold a Certificate IV in Training and Assessment or have extensive experience within the VET sector, either inside an RTO or partnering with an RTO to deliver nationally recognised training.

HOW IS THE PROGRAM DELIVERED?

The program is self-paced with one-hour coaching sessions each month or to suit your schedule. One-hour coaching per unit of competency provided to support your learning and to provide structure to your study plan. In order to successfully complete this program you must be self-directed and commit to regular study and coaching sessions.

Pre-assessment interview

Before you commence the program, you will have a discussion with your trainer about your learning outcomes, training needs, special requirements and your career aspirations so that you get what you want from your studies. You will be guided to explore options that suit your individual requirements within the program.

You will have a phone interview with the trainer and assessor to ascertain the above requirements and to ensure that the program is suitable for you and what level of support you may require to complete.

You will also be asked to provide a resume and copies of prior qualifications achieved so that the trainer and assessor can assess your prior knowledge and existing skill set.



HOW WILL YOU BE ASSESSED?

Assessment is competency based and evidence based, so you will be required to demonstrate evidence of your ability to perform the tasks required and the knowledge required to complete the units of competency.

Assessment Methods: You will be required to complete a major project, which will be a series of structured activities that are relevant to the VET sector and reflect current industry practice. The evidence that you produce will be contextualised for your own workplace, or a workplace of your choice.

You will be assessed by:

- Knowledge Questions
- Major Project
- Structured Activities
- Observations

HOW LONG WILL IT TAKE TO COMPLETE?

Depending upon your prior knowledge this may take you between 1200 – 2400 hours to complete in full as recommended by the Australian Qualifications Framework (AQF) for a Diploma qualification. Experienced people with good computer skills may achieve competency in a shorter period of time.

Your learning will consist of the online material, independent research and study and on the job application.

You will have 24 months to complete this qualification.

HOW MUCH DOES IT COST?

\$3250 plus resource fee

Where units are already held such TAELLN411 Address adult language, literacy and numeracy skills and TAEASS502 Design and develop assessment tools you will be awarded a Credit Transfer for these units and a credit of \$325 per unit off the cost of the course.



Payment Terms:

Deposit: \$1000 to secure your place on the program

1st Instalment: \$1000 – due 1 month after commencement

2nd Instalment: \$1000 – due 2 months after commencement

3rd Instalment: \$250 – due 3 months after commencement

Resource cost: Maximum \$205.55 spread over 2 years

WHAT IS INCLUDED IN THE COURSE?

The course commences with TAETAS501, TAEDES501, TAEDES502

Followed by: TAEASS501 TAEASS502, TAEASS503,

Concluding with: BSBLDR501 or BSBWHS513, TAEDES505, TAEDEL502, TAELLN411

Details below:

Advanced Design:

TAETAS501 Undertake organisational training needs analysis

This unit describes the skills and knowledge required to undertake a training needs analysis (TNA) to identify the training and assessment needs of an organisation.

It applies to those working under limited supervision in roles that require them to work with organisations to identify training needs.

TAEDES501 Design and develop learning strategies

This unit describes the skills and knowledge required to design, develop and review learning strategies.

It applies to those who work under limited supervision and use a range of specialised technical or managerial skills to develop learning strategies relevant to both Training Package qualifications and course-based qualifications.

The learning strategy provides an overview or outline only. Detailed guidance is provided in the content of specific learning programs.

TAEDES502 Design and develop learning resources



This unit describes the skills and knowledge required to design, and develop resources to support the learning process.

It applies to those who use a range of specialised technical or managerial skills, to develop - learning resources.

Advanced Delivery:

TAEDEL502 Provide advanced facilitation practice

This unit describes the skills and knowledge required to provide high-level facilitation, including reflective and continuous improvement practices, in a vocational education and training (VET) context.

It applies to experienced teachers, trainers and assessors utilising a range of techniques, across a range of contexts, to create the best learning outcomes for learners within a vocational education context such as a Registered Training Organisation (RTO).

TAELLN411 Address adult language, literacy and numeracy skills

This unit describes the skills and knowledge a vocational trainer or assessor requires to identify language, literacy and numeracy (LLN) skill requirements of training and the work environment, and to use resources and strategies that meet the needs of the learner group.

The unit applies to individuals who teach, train, assess and develop resources.

Competence in this unit does not indicate that a person is a qualified specialist adult language, literacy or numeracy practitioner.

You will not be required to complete this unit if you already hold an equivalent unit of competency.

Delivery and Observation of Advanced Facilitation Session

You will be required to facilitate a training session for a groups of learners demonstrating: advanced facilitation skills, selection and use of different teaching and delivery methods, applied in different delivery modes that are relevant and appropriate to different learners and their needs, integration of theory and practice in own performance and in supporting learners to develop competency, a variety of strategies to support increased learner independence. This may be conducted and observed via a digital learning platform such as Microsoft TEAMS/ZOOM or a digital platform of your choice. You will need access to learners



Advanced Assessment:

TAEASS502 Design and develop assessment tools

This unit describes the skills and knowledge required to design and to develop assessment tools used to guide the collection of quality evidence, including their application in formative, summative and recognition of prior learning (RPL) assessment.

It applies to experienced practitioners responsible for the development and/or delivery of training and assessment products and services.

You will not be required to complete this unit if you already hold an equivalent unit of competency.

TAEASS501 Provide advanced assessment practice

This unit describes the skills and knowledge required to lead assessment processes as a part of a continuous improvement strategy among a group of assessors within a Registered Training Organisation (RTO).

It applies to experienced assessors who provide leadership, or guidance to others, who conduct assessments for an RTO.

TAEASS503 Lead assessment validation processes

This unit describes the skills and knowledge required to provide leadership in assessment validation processes.

It applies to experienced practitioners who work under limited supervision and who are responsible for the validation of assessment processes, both internally and externally.



Professional Practice:

TAED505 Evaluate a training program

This unit describes the skills and knowledge required to evaluate a training program, by measuring the effectiveness of training in meeting workforce performance needs and capability requirements.

In a NVR/AQTF context it can contribute to the continuous improvement cycle within a registered training organisation (RTO).

It applies to those who have responsibility for delivery and assessment strategies in the training programs of an organisation.

BSBLDR501 Develop and use emotional intelligence

This unit covers the development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace. It includes identifying the impact of your emotions on others, recognising and appreciating emotional strengths and weakness in others, promoting the development of emotional intelligence in others and utilising EI to maximise outcomes.

It applies to managers who identify, analyse, synthesise and act on information from a range of sources and deal with unpredictable problems.

OR

BSBWHS513 Lead WHS risk management

This unit describes the skills and knowledge required to lead the management of work health and safety (WHS) risks in an organisation. The unit includes facilitating the identification of hazards and potential hazards, leading the assessment of associated risks, selecting and implementing suitable risk controls, and evaluating the overall effectiveness of the organisational WHS risk management process. It involves communicating with stakeholders throughout the process.



TRAINING RESOURCES

You will be provided with:

- E-textbook – You will be invoiced by the resource provider the cost of \$15 per year for access to the electronic text books platform and an additional \$17.55 per unit of competency. You may choose to have hard copy books instead or as an additional resource at extra cost.
- access to our Learning Management System (LMS) to complete your assessments. This is web-based so you will be able to login and work from any location and continue from where you left off.
- An experienced coach

You will need to have:

- access to a computer and internet
- Good computer skills to access information online and to complete assessments

Qualification Pathways

On successful completion of this qualification you could complete TAE80316 Graduate Certificate in Digital Education.



WHEN IS THE COURSE SCHEDULED?



Can enrol and commence at any time.

WHERE IS TRAINING CONDUCTED?

Anywhere, anytime. Self-paced study with coaching support.

Recognition of Prior Learning (RPL)

RPL is available to anyone who currently works in this area and can provide sufficient workplace evidence that meets the requirements of the unit of competency. If you wish to consider RPL for all or part of your qualification, please call Murray House Resource Centre to discuss this option with a qualified TAE assessor.

Credit Transfers

If you already hold any of the above units, or equivalent units, you will be awarded a Credit Transfer for each unit, which means that you will not have to attend training or complete assessments for these units. For each unit awarded Credit Transfer you will receive a \$350 discount per unit from the course fee. You will need to provide evidence of the authenticity of these units or skill sets held. Please refer to Credit Transfer Policy and Procedure for further information or call to discuss with one of our team.

All course enquiries:

Murray House Resource Centre:

P: 08 9531 2298

E: admin@mhr.org.au

