



TAE50216 Diploma of Training Design & Development

FutureSkillsWA Priority Industry Training Skills Funding has been awarded to this qualification

Future Skills WA (Western Australia government) has identified that this qualification will be subsidised to support training professionals' upskill to job areas that will be of high demand. Please follow the link for more information <http://www.dtwd.wa.gov.au/future-skills-wa>

Murray House Resource Centre has a contract to deliver the TAE50216 Diploma of Training Design and Development under this programs umbrella.

Course Overview

As a training and design professional you will be working at the following Australian Qualifications Framework (AQF) level of 5

Level 5

The worker at this level of competence will be able to:

- Demonstrate understanding of a broad knowledge base incorporating theoretical concepts with substantial depth in some cases
- Analyse and plan approaches to technical problems or management requirements
- Transfer and apply theoretical concepts and or technical/creative skills to a range of situations
- Evaluate information using it to forecast for planning or research purposes
- Take responsibility for own outputs in relation to broad quantity and quality parameters

Take some responsibility for the achievement of group outcomes

On the completion of your training you will be able to:

- Plan, develop, implement and evaluate training and development programs to ensure management and staff acquire the skills and develop the competencies required by an organisation to meet organisational objectives.

Tasks that you will be responsible for, would include;

- identifying training needs and requirements of individuals and organisations
- setting human resource development objectives and evaluating learning outcomes
- preparing and developing instructional training material and aids such as handbooks, visual aids, online tutorials, demonstration models, and supporting training reference documentation
- designing, coordinating, scheduling and conducting training and development programs that can be delivered in the form of individual and group instruction, and facilitating workshops, meetings, demonstrations and conferences
- liaising with external training providers to arrange delivery of specific training and development programs
- promoting internal and external training and development, and evaluating these promotional activities
- monitoring and performing ongoing evaluation and assessment of training quality and effectiveness, and reviewing and modifying training objectives, methods and course deliverables



- gathering, investigating and researching background materials to gain an understanding of various subject matters and systems
- advising management on the development and placement of staff, and providing skills development pathways for employees

Training and Assessment Strategy

Murray House Resource Centre (MHRC) has developed a Training and Assessment Strategy that supports and reflects National VET Regulator Standards for RTO's 2015/17 standards and conditions.

The TAE training package is based on a design philosophy that;

- Provides a realistic learning environment for a range of contexts, including; the public/private sectors, corporate sector and industry
- Recognises that some learners may have a high level of experience in training and assessment, conversely; also recognises that some learners will be new to VET training and assessment, (such as international trainers, or new teachers in VET programs)
- Provides a wealth of resources to provide the required knowledge and skills that underpin the competencies
- Offers a sophisticated, adult-oriented learning environment that encourages self-directed learning, whilst offering a strong level of support when required
- Facilitates skills recognition for learners with prior learning and/or an appropriate level of competency

Delivery Methods

The course strategy is to deliver training encompassing the Principles of Adult Learning. Participants are provided with an interactive and collaborative learning approach. To have an effective delivery approach, we will be using their current work-place and will be developing training and assessment courses suitable for workplace implementation. This will be mainly in the form of projects which will be identified by the student and the trainer prior course commencement. There will be workshops to support training development.

- self- paced activities – project work
- on-line research and study
- On the job and simulated skills practice

Resources: You will be given a resource manual which has an e-book component. Templates will be provided in most cases.

Delivery will be a combination of training methods which will be dictated by the profiled participants, groups or company requirements.

Assessment Methods

Workplace assessment is the preferred option to gather evidence of competence.

- The units of the TAE are designed to be assessed in the workplace where it is practicable. Workplace permissions may be required for you to complete some of the practical components where it is possible, otherwise a simulated environment will be replicated (as far as is practicable).

Competency based assessment will be a holistic approach using a variety of tools;

- Demonstration/observation of skills



- Case study dissertation
- Written/oral questioning
- Workplace assignments/portfolio
- 3rd party testimonials
- **Recognition of Prior Learning (RPL)** All participants will be given the opportunity for course credits via an RPL process.
- A pre-assessment agreement between the assessor and the candidate will be obtained prior to commencement of assessment.
- A hazard perception and risk analysis will be completed on the location prior to assessment according to Work-Safe guidelines
- Rules of Evidence and Principles of Assessment will be applied to all assessment practices and tools

Timeframe

The expected timeframe or Volume of Learning will vary according to your level of experience, clustering of materials and any Recognition of Prior Learning. The AQF states that at Diploma level the Volume of learning is 1 to 2 years.

Our materials are clustered and the assessment methodology is a holistic system, so the reasonable expectation for current experienced trainers and assessors timeframe for completion possibly would be 6 to 12 months.

Your learning pathway will be discussed at pre-course interview.

COURSE FEES:

We do not take full fee payment upfront, however a deposit of 20 percent is required prior to course commencement. On enrolment you will be invoiced for the 20% required, and then we will invoice you according to your payment selection below and/or beginning of course units. Please note, that we cannot issue your qualification until full payment has been received.

The fees for the qualification, TAE50216 Diploma of training design and development are;

1. **Full course \$2084.40**
2. **Full course with Credit Transfer / Mutual Recognition of 2 Diploma units from another current qualification \$1794.90**

PAYMENT OPTIONS:

Please choose and tick the relevant options below.

- I will be responsible for paying the full amount of fees and charges.
- I understand that an invoice requesting the 20% of the course fee will be issued on receipt of enrolment form
- I will be presenting a Purchase Order Number from the employer with the company letterhead or authorized signatory
- I can confirm that I have read the 'Fee information' for publicly funded Priority Industry Training document.**
<http://www.dtwd.wa.gov.au/sites/default/files/uploads/vet-fees-charges-policy2017-v3.0.pdf>
- I have read the MHRC Fees Policy



Pre-Course Interview

On enquiry through email or telephone, you will receive accompanying documents which will help you identify the electives that best suit your workplace with the core and elective unit application explanations. On making and returning your selection, the trainer will then be in contact with you to set up a meeting to develop your project work in a realistic and holistic manner to ensure understanding of the overall requirements.

Please read the [Learner Support Policy](#) under Policies and Procedures on our Website, or email us for a copy.

Once you have perused the information, please do not hesitate to contact us to discuss any questions that you may have.

Congratulations on making the decision to up-skill to the diploma level, we look forward to working with you.