



## **TAE50216 Diploma of Training Design & Development**

### **Assessment 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 assessment 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 Standards for RTO's 2015.



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

We do not provide training in this qualification. Please contact us for further information.

## 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
- 3<sup>rd</sup> 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

You will have a period of up to 18 months to submit your evidence for assessment

### 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 assessment \$1950.00

**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 have read the MHRC's Fees Policy

**Pre-Course Interview**

Prior to commencing your assessment process, we will engage you in a pre-course interview to ensure that you understand the process and that you will be able to produce the evidence required.