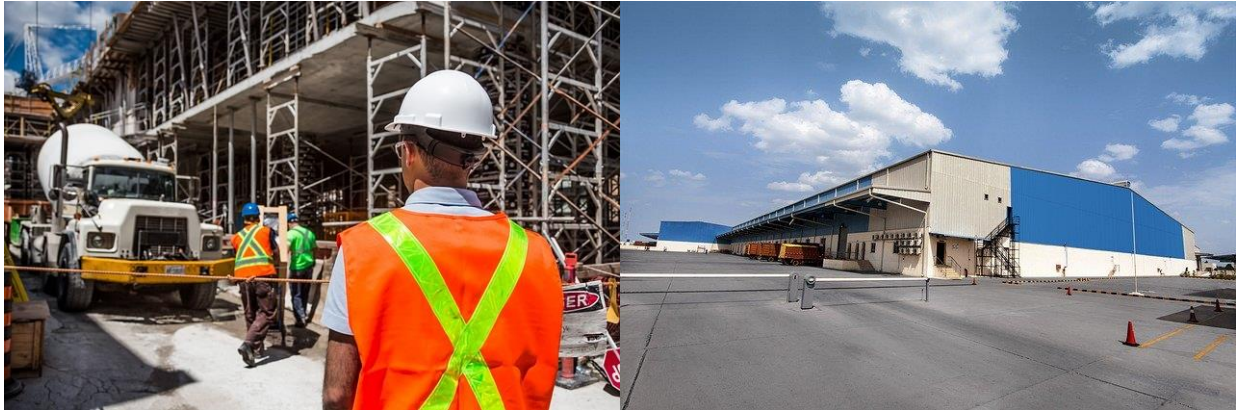




## TAESS00015 Enterprise Trainer and Assessor Skill Set - Course Overview

TAESS00015 Course Overview v 2.0



### WHO should complete the skill set?

This skill set is designed for:

- trainers and assessors who deliver non accredited training or work with other trainers in delivering nationally recognised training.
- enterprise trainers and assessors working in an enterprise registered training organisation (RTO) or in an enterprise that works together with an RTO in an auspicing arrangement.

### Entry Requirements:

There are no formal prerequisite units required to study this skill set.

However, it is recommended you have the opportunity in the workplace to gather your evidence for successful completion and have the support of a training professional who has prior knowledge within the VET sector and preferably holds the current TAE qualification to support your successful completion.

### HOW is the program delivered?

The program is delivered over 5 days of face to face workshops with a highly qualified trainer and assessor who will align the program to your required outcomes.

Before you attend 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.

Where the skill set is being delivered for your workplace then the trainer and assessor will liaise with the training representative to discuss your learner group and particular requirements.



## 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 structured activities, which are workplace relevant, knowledge questions and be observed directly by your assessor delivering your skills instruction sessions and participating in validation sessions.

- Knowledge Questions
- Structured Activities
- Observation

## HOW long will it take to complete?

The skills instruction sessions and validation sessions will be completed and observed by your assessor during the course of the 5 days. You will be required to complete structured activities to demonstrate your skills which includes the design of assessment plans and assessment tools and assessing individuals against nationally recognised units of competency.

You will commence these activities during the 5 days but will not have sufficient time during this period to complete all of the requirements. You will be required to complete the remaining evidence and knowledge questions over the next 4 months.

Depending upon your prior knowledge this may take you on average between 70 - 100 hours to complete in full. Experienced people with good computer skills may achieve competency in a shorter period of time.

You will have 4 months to complete the skill set.

## HOW much does it cost?

**\$1725 per person. Minimum 4 people. Maximum 6 people** to maximise interaction with the trainer and assessor and learning outcomes.



## WHAT is included in the skill set?

The skill set has four units of competency.

### **TAEDEL301 Provide work skill instruction**

This unit describes the skills and knowledge required to conduct individual and group instruction, demonstrate work skills and assess the success of training and one's own training performance, using existing learning resources in a safe and comfortable learning environment.

It emphasises the training as being driven by the work process and context, and applies to a person working under supervision as a work skill instructor in a wide range of settings not restricted to training organisations.

**Performance Evidence:** Deliver 3 x 15 minute skills instruction sessions to your peers and assessor (including design of session plans and planning of sessions)

### **TAEASS401 Plan assessment activities and processes**

This unit describes the skills and knowledge required to plan the assessment process, including recognition of prior learning (RPL), in a competency-based assessment system.

It applies to individuals with assessment planning responsibilities.

In planning activities and processes, individuals are required to identify the components of assessment tools, analyse and interpret assessment tools, and develop assessment instruments (also known as assessment tasks) and assessment plans.

**Performance Evidence:** Plan assessment process x 5 times (including design of assessment plan and contextualisation of assessment tools)

### **TAEASS402 Assess competence**

This unit describes the skills and knowledge required to implement an assessment plan, and gather quality evidence to assess the competence of a candidate using compliant assessment tools.

It applies to teachers, trainers and assessors in enterprises and registered training organisations (RTOs) and those providing assessment advisory services.

**Performance Evidence:** Assess x 5 individuals against nationally recognised units of competency



## **TAEASS403 Participate in assessment validation**

This unit describes the skills and knowledge required to participate in an assessment validation process.

It applies to assessors and workplace supervisors with assessment validation responsibilities participating in, but not necessarily leading, the process.

**Performance Evidence:** Participate in x 3 validation sessions

**Delivery Time:** 5 days

### **Delivery and Observation of Work Skill Instruction Sessions**

You will be required to deliver 3 x 15-minute work **skill instruction sessions** to your peers and assessor over 3 days. During this time, you will be assessed whilst delivering your own sessions and you will participate in and evaluate the sessions delivered by your peers. At the end of this time you will conduct a self-review of your own performance to improve your own practice.

This will take place on Day 2, 3 and 4. Prior to your program it would be a good idea to think about your three sessions that you could deliver from your own specialist field or area of interest. You must be able to demonstrate a skill that your learners can practice within a 15 minute time period. Examples of skills instruction sessions could be:

- Tie a specialist knot
- Bandage an arm
- Splint a leg
- Produce a simple PowerPoint

You must be able to provide adequate resources for each learner in your group. You may discuss ideas with your trainer and assessor on Day 1 when you will learn how to deliver effective skills instruction sessions. This is not a presentation or an information session. It must be skills based, allowing for demonstration and practice of a new skill or refresher of an existing skill.

### **Participation in and Observation of Validation Sessions**

You will be provided with assessment tools to validate by the trainer and assessor and be observed actively participating in these sessions.



## Training Resources

You will be provided with:

- Access to the Learning Management System with online resources
- Course materials to complete your studies also available in our Resource Library online
- Access to computer in the training room or you may prefer to bring your own laptop

You will need to have:

- Access to a computer and internet
- Basic computer skills to access information online and to complete assessment templates

## Qualification Pathways

On successful completion of these units you will have credit towards TAE40116 Certificate IV in Training and Assessment for four of the ten units of competency required to complete the full qualification.

## WHEN is the course scheduled?

[See Training Calendar 2020](#)

If you would like to book for your own organisation, dates can be discussed to suit.

## WHERE is training conducted?



At Murray House Resource Centre in Pinjarra in our dedicated training rooms, equipped with computers and resources required to complete the program **or we can come to you onsite as required.**

Catering is provided for morning tea, lunch is not provided. You have use of our kitchen if you wish to bring your own lunch equipped with fridge, microwave and sandwich toaster. Options for lunch are available nearby including Subway, Dome, Chicken Treat, Old Wok, Zambreros, Domino's Pizza, Muffin Break and local cafes in the adjacent Pinjarra Junction Shopping Centre.



# MHRC

MURRAY HOUSE RESOURCE CENTRE

(RTO 2068)

James St, Pinjarra WA 6208 P: (08) 9531 2298

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## 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.

## All course enquiries:

Murray House Resource Centre:

P: 08 9531 2298

E: [admin@mhr.org.au](mailto:admin@mhr.org.au)



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TRAINING