

# Diploma of Training and Assessment (TAA50104)

## About the course

The Diploma of Training and Assessment program developed by River Murray Training has been customised to provide the skills and experience required of an Accountable Officer to ensure their organisation's compliance with regulatory requirements and provide professional leadership and judgement for the organisation including a) teaching and learning strategies, b) development of learning and assessment resources; c) and oversight of assessment practices. The program provides a supported RPL process.

## About River Murray Training (RMT)

RMT has been a registered training organisation (RTO) in training and assessment since 1997. RMT has a reputation as an innovative provider in work-based learning and the use of flexible delivery methods to meet enterprise and individual client needs.

## Quick Facts

<b>Course details</b>	Allow 18 months to complete TAA50104 with part time study. Being facilitated 1:1 you choose when to start, and frequency and timing of online sessions. The qualification averages 255 nominal hours. A typical study plan would involve 20-25 x 1 hr sessions 1:1 with facilitator online, and up to 10 hours of applied study/practical time.
<b>Prerequisites</b>	The ten core units from TAA40104 are required to meet the prerequisite and corequisite requirements of the Diploma of TAA.
<b>Entry requirement</b>	A core skill profile at level 3 or higher. An RMT facilitator will assist you in doing a profile. If not at level 3, we may recommend undertaking a Skill Set of TAA units before commencing the full qualification. Skill Set units can contribute to a full qualification at a later time.
<b>Pathways into this qualification</b>	Consider undertaking the TAE4010 when you have considerable industry experience (and ideally a supporting vocational qualification) and you would now like to train others.
<b>Recognition of Prior Learning (RPL)</b>	Competence in units can be fully or partially awarded through recognition of prior experience and/or learning. RPL reduces the time required to complete the course, and reduces the cost of a qualification. Indicate your interest in RPL on the Enquiry Form. Upgrades from superseded training and assessment qualifications, or RPL for registered teachers are a speciality.
<b>National Recognition</b>	River Murray Training recognises the AQF qualifications and statements of attainment issued by other RTO's where a certified statement of attainment/qualification and statement of results are provided.
<b>Course Fees</b> Fees charged to individuals are GST free	\$5000 ( \$500 on commencement, \$1500 at 3, 6 & 9 months) for full qualification Supported RPL is !1995; For refund and fees in advance policies, and fee breakdown, please refer to website. Fees include the cost of required learning resources, and assessments. 10% GST additional when fee invoiced to a business with an ABN.
<b>Skill Development</b>	This program utilises opportunities to develop skills in your training and assessment environment.

## *Career Opportunities*

Job roles associated with this qualification relate to the delivery of training and assessment of competence within the VET sector. Possible job titles and roles relevant to this qualification include:

- o enterprise trainer, enterprise assessor
- o registered training organisation (RTO) manager
- o training adviser or training needs analyst
- o vocational education teacher.

## *Enrolment process*

Prior to enrolment please read the **RMT Code of Practice**, **Fees in advance** and **refund policy and service guarantee advice** found on [www.r-m-t.com.au](http://www.r-m-t.com.au).

1. Indicate your interest in the program by contacting RMT by phone, email or Form enquiry.
2. Participate in a pre-enrolment interview to discuss your requirements and learning context such as reason for study, flexible delivery, Recognition of Prior Learning, enterprise arrangements and learning support needs. Fees, advance fee policy, refund policy and service guarantee are documented in a Client Services Agreement. Profiling of your core skills will be undertaken and the outcomes used to:
  - a. advise you on learning pathways into the TAA50104; and/or
  - b. tailor your individual learning plan to include core skills advancement to the level indicated in TAA competencies.
3. Complete an enrolment form, select units of competency and apply for RPL. There may be an RPL fee payable.
4. An RMT Facilitator will guide you through the RPL process, and provide feedback on "not yet competent" units.
5. An individual learning program is developed and included in the Client Services Agreement.
6. Other arrangements are negotiated and documented in the Client Service Agreement – Fee, Delivery and Assessment, and any Enterprise arrangements; Client support plan (if applicable); and learner/RTO/enterprise roles and responsibilities.

Learner orientation is arranged and undertaken. The Client Service Agreement is signed by relevant parties. Learner is given login and password to access to [www.r-m-t-online.com](http://www.r-m-t-online.com).

## *Online Delivery*

Online delivery provides a flexible way to study. **Learn at a time convenient to you and stay in contact with your facilitator using internet communication technology and online meeting software.**

- o Regular online session (1- 1.25 hours) either 1:1 or part of a small group (frequency of sessions determined in conjunction with participant/s)
- o eLearning accessible from [www.r-m-t-online.com](http://www.r-m-t-online.com), supplements facilitated online sessions along with print-based resources which are supplied to the learner in print, and downloadable from the website.
- o Facilitator is accessible via email, Internet chat or phone for additional support if required.

Arrangements can be made for additional tuition support at 18 Strawbridge Street, BERRI, South Australia.

## Your choice of units

Because of our flexible delivery strategy we are able to offer clients their choice of units within the qualification rules. If there is a skill not listed we may be able to import an appropriate unit from another industry Training Package. Please raise this at the pre-enrolment interview with the RMT TAA facilitator.

## Client support

The need for additional support is discussed during the pre-enrolment interview and where agreed, a client support plan is developed, documented and included in the Client Services Agreement. This will be reviewed with the client on a regular basis. River Murray Training can provide additional tutoring support and counselling on other support options.

RMT offers reasonable adjustments in how assessment is undertaken to accommodate a client's special needs, where a client has indicated he/she has special needs. A list of support services and contacts is provided to clients in their induction pack. Please discuss your needs with our TAA Program Manager or Facilitator.

## Assessment

Evidence of competency will include documentation such as *learning plans and programs; training session notes, learning aids and training records; and assessment plans, activities, summary records, and validation reports*, and evidence of delivery and assessment practice in the VET environment using nationally accredited Training Packages and/or nationally accredited courses. Evidence may come from prior experience (RPL) or gathered throughout a supported learning process, or a combination of both.

Evidence against the Required skills and Required knowledge in your selected competencies, can in part be inferred from documented outcomes, Course workbook notes, and confirmed through professional discussions.

Assessment is planned as part of the Individual Learning Plan and takes into account any RPL, opportunities to gather evidence, the context in which you plan to use the TAA50104 qualification in the future, and your preferred learning style.

Direct	Indirect	Supplementary
Observation – in person, by video	Professional discussion- notes Notes (in Course workbook) Self reflection (by candidate) Portfolio of training documents: <ul style="list-style-type: none"> <li>• training plans</li> <li>• learning programs</li> <li>• training session notes and learning aids</li> <li>• assessment documents</li> <li>• workforce development plans and reports</li> </ul>	<ul style="list-style-type: none"> <li>• Observer reports on training delivery and assessment</li> <li>• Feedback from trainees and assessees</li> <li>• assessment validation reports and records</li> <li>• Quizzes (online)</li> </ul> <p>RPL evidence may also include CV, job description, 3<sup>rd</sup> party reports.</p>

River Murray Training moderates and validates its assessment processes, tools and outcomes regularly with staff, other RTOs, employers, and learners.

### *Continuous improvement strategy*

River Murray Training regularly seeks feedback from its learners and employers and gathers data from its RTO activities, national training system data, national e-learning participation data, and industry-based surveys. Data and feedback are reviewed at management meetings and opportunities for improvement recognised and acted upon. RMT clients can submit feedback to us anytime using our Stakeholder Feedback Form.

### *Code of Practice*

River Murray Training makes a commitment to providing high quality training and has a record of excellent outcomes from its training programs. How we achieve this and our commitment to our clients is set out in our Code of Practice which is on our website at: <http://www.r-m-t.com.au/>.

### *Accreditation*

Upon successful completion of this course students will be awarded a TAA50104 Diploma of Training and Assessment. This qualification is recognised nationally under the Australian Qualifications Framework (AQF 5). A statement of attainment is issued where there is partial completion only. Skill Sets are available for Enterprise Trainer and Assessor. Refer to those Course Flyers.

### *Pathways from the Qualification*

After achieving TAA50104 Diploma Training and Assessment, candidates may undertake:

- o TAE70110 Vocational Graduate Certificate in Adult Language, Literacy and Numeracy Practice.

### *Subsidised training*

The Commonwealth Government offers User Choice, and Employer incentives for eligible workers. Contact an [Australian Apprenticeships Centre](#) for advice on these Commonwealth contracts of training.

If employed in an area of skills shortage, you may be eligible for National Workforce Development Funding. Apply to [Industry Skills Councils](#) relevant to the vocational area in which you will be training.

In South Australia you may apply through [Skills for All funding](#).

### *Resources*

River Murray Training has developed Courseware specifically for the TAA0104 which is provided as a Post Pack on commencement and also available electronically in Word format from the TAA eLearning Centre. Some units also make of interactive elearning objects. Computer access is required.

## Program Qualification Rules

Total number of units = 12

5 core units plus 7 elective units. One of the electives can be from another currently endorsed Training Package at qualification level 3 or higher. It must be related to a work outcome.

<i>Core units</i>		
TAAENV501B 40 hours	Maintain and enhance professional practice	This unit specifies the competency required for individuals to manage their personal professional performance and to take responsibility for their professional development in relation to the provision of training and/or assessment services.
TAADES501B 40 hours	Design and develop learning strategies	This unit specifies the competency required to design, develop and evaluate learning strategies.
TAADEL503B 40 hours	Provide advanced facilitation to support learning	This unit specifies the competency required to integrate and extend delivery and facilitation practices to support learning of a diverse client base operating in a range of contexts within the vocational education and training sector.
TAAASS501B 50 hours	Lead and coordinate assessment systems and services	This unit specifies the competence required to provide leadership in assessment and to coordinate assessment validation and appeals processes.
TAACMQ503B 45 hours	Lead and conduct training and/or assessment evaluations	This unit specifies the competency required to lead and conduct training and/or assessment evaluations.
<i>Elective Units</i>		
TAACMQ501B 40 hours	Develop training and/or assessment organisational policies and procedures	This unit addresses the processes, skills and knowledge involved in developing the policies and procedures which underpin the operations of training and assessment systems. These policies and procedures can cover a variety of areas including grievances and appeals, risk identification and management, access and equity, and participant enrolment and progress details.
TAACMQ504B 40 hours	Determine and manage scope of training and/or assessment services	This competency requires investigating current and potential scope of training and/or assessment services, recommending appropriate approaches, coordinating legal/organisational requirements, and monitoring the focus and approach.
TAADEL504B 40 hours	Lead and coordinate training services	This competency includes confirming operational parameters for training; developing the training schedule; organising, guiding and supporting the organisation's trainers/facilitators; and monitoring the provision of training services (which may include multi-site and partnership arrangements).

TAADES502B 40 hours	Design and develop learning resources	Learning resources can take a variety of forms such as facilitation guides, learning guides/participant resources, assessment materials, workplace resources and text books, and may be self-paced or instructor-led. While primarily text and print-based, other mediums such as audio or video learning resources could be developed using this unit. The complexity of the resource will vary depending on its focus, type, audience and technological medium. Although the range of learning resources may vary, the skills and knowledge required to design and develop them is the same, with instructional design being a critical aspect.
TAADES504B 40 hours  Alternative elective may be selected	Develop and evaluate e-learning resources	This unit focuses on developing an e-learning resource following a design concept. It involves working with others to develop and evaluate a prototype, improving the e-learning resource based on the evaluation and then working with others to develop the finished resource. It addresses this competency from the perspective of contributing to the development of content, not the technical specifications. However, technological literacy to work with technical experts is necessary
TAACMQ502B 40 hours  Alternative elective may be selected	Coordinate training and/or assessment arrangements for apprenticeships/ traineeships	This unit addresses the competency of developing Training Plans, monitoring the delivery and assessment of these Training Plans, and managing the legal/organisational requirements of these regulated training arrangements.
BSBCOM503A 30 hours	Develop processes for the management of breaches in compliance requirements	This unit describes the performance outcomes, skills and knowledge required to develop and monitor the processes for managing identified breaches in the fulfilment of compliance requirements within an organisation. This unit has been designed to be consistent with AS 3806:2006 Compliance programs. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
BSBMGT516C	Facilitate continuous improvement	This unit describes the performance outcomes, skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements.

## Employability Skills

The following table contains a summary of employability skills for this qualification. Employability Skills are defined as "skills required not only to gain employment, but also to progress within an enterprise so as to achieve one's potential and contribute successfully to enterprise strategic directions". Employability skills are embedded in units of competency and assessed as part of the unit. The Employability Skills for this qualification are listed below.

### Communication

- o applying high level language and literacy skills
- o establishing and maintaining strategies for communication and networking
- o using advanced facilitation techniques with learners and trainers/assessors
- o determining training needs and preparing proposals and written reports to meet client needs
- o consulting via interviews, meetings, focus groups and Surveys

### Teamwork

- o providing leadership and coordination of training and assessment systems
- o providing coaching, mentoring and tutoring to trainers and assessors
- o applying collaborative facilitation models and providing feedback to assist others to improve their performance
- o organising teams to meet client needs based on skills and personal attributes
- o maintaining effective relationships with staff and stakeholders

### Problem-solving

- o designing programs and learning strategies based on characteristics of target groups
- o identifying resourcing issues related to training ie: facilities, access to qualified trainers, cost
- o conducting risk analyses and contingency planning for new and existing training delivery
- o investigating, analysing and evaluating scope of training services
- o determining costs and benefits of outsourcing and/or partnering with other providers

### Initiative and enterprise

- o developing innovative and responsive approaches to improving professional practice
- o developing innovative skills to lead a team into new and creative ways of delivering a range of training services
- o modelling and application to promote innovation
- o continually explore options and evaluate processes to ensure continuous improvement

### Planning and organising

- o researching and analysing information for a range of purposes including meeting compliance and other legal requirements
- o managing operations, developing policies and procedures and maintaining appropriate documentation
- o managing tender applications, contracts and the evaluation of outcomes
- o determining training schedules and resourcing requirements

### Self-management

- o ensuring ethical, legal and organisational requirements underpin all training services
- o creating a conceptual and experiential framework of professional practice
- o reflecting on and evaluating own professional performance
- o modelling high standards of performance and participate in professional development activities

### Learning

- o developing and extending one's own expertise in facilitation
- o opportunities sourced to increase own knowledge and skills
- o professional development activities identified for own staff
- o developing learner independence, extend their learning styles and readiness to learn
- o reflecting on own learning

### Technology

- o using business equipment and software programs to monitor assessment processes and practices
- o using technology to distribute information to staff and clients
- o developing feedback tools and collating feedback using technology
- o preparing submissions, reports and other documentation using a wide range of software packages
- o using the web to conduct research

*Registration of Interest*

*TAA50104 Diploma of Training and Assessment*

Name:	_____		
Address	_____		
Phone	_____	Mobile	_____
Email	_____		

Details of other Training Qualifications completed

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Study intentions

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Study reasons

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Employer support

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Do you have internet access at work and at home? \_\_\_\_\_

If yes, what type of internet access do you have? \_\_\_\_\_

Other information:

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FAX OR EMAIL to RIVER MURRAY TRAINING

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Email: [admin@r-m-t.com.au](mailto:admin@r-m-t.com.au)