

# TAA04 Assessment Upgrade

**Course duration:** 2-days

**Course cost:** \$500 per person (public workshops).

*Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel.*

**Unit(s) covered:** TAAASS403B Develop assessment tools  
TAAASS404B Participate in assessment validation  
TAAENV402B Foster and promote an inclusive learning culture

**Delivery method** Face-to-face, off-the-job facilitated learning, reinforced by a practical, work-based assignment completed after the workshop.

**Who should attend?** Workplace trainers and assessors, particularly those working for Registered Training Organisations and who are wishing to upgrade from the Certificate IV in Assessment and Workplace Training (BSZ40198) to the Certificate IV in Training and Assessment (TAA40104).

*Please note that this workshop addresses three units from the TAA40104 qualification. Learners wishing to complete the full upgrade from BSZ40198 would need to complete another five units.*

**Pre-requisites:** Those undertaking this workshop must hold the Certificate IV in Assessment and Workplace Training (BSZ40198).

Before attending this workshop it is strongly recommended that you complete the *Introduction to VET* module.

A **relatively high level of reading and writing ability** is required, as well as **computer skills** (word processing and internet research). Learners will find strong word processing skills an advantage for developing well formatted and professionally presented assessment tools.

## Workshop aim

To equip participants with the skills, knowledge and attitude to develop assessment tools, participate in assessment validation, and foster and promote an inclusive learning culture.

## Workshop description

The course, centring on competency-based training (CBT), explores:

- What are assessment tools, and how they can be designed and developed to support assessment of candidates against units of competency from national Training Packages
- What is assessment validation, and a range of approaches that can be used to validate assessments, with a focus on the commonly used moderation meeting approach
- What is involved in fostering and promoting an inclusive learning culture, and techniques that VET practitioners can use to do this

As part of the workshop, learners will be required to prepare for and participate in an assessment validation meeting.

## Topics and activities

### DAY 1

- **Introduction and course overview**
- **Developing assessment tools**
  - Purposes of assessment tools
  - Overview of assessment tool development
  - Assessment tool focus and needs
  - Determining evidence requirements and assessment methods
  - Designing and developing assessment tools
  - Tools to support different assessment methods
  - Tools to support skills recognition
  - Other types of assessment tools
  - Reviewing and trialling assessment tools
- **Introducing assessment validation**
  - What is assessment validation?
  - Why do we validate assessment?
  - Context of assessment validation
  - What do we validate?
  - When do we validate?
  - Validation approaches
- **Participating in assessment validation**
  - Preparing for validation
  - Contributing to the validation process
  - Contributing to validation outcomes
  - Other issues in assessment validation

### DAY 2

- **Assessment validation / moderation meeting**
- **Foster and promote an inclusive learning culture**
  - What is an inclusive learning culture?
  - Why is an inclusive learning culture important?
  - Legislation, standards, strategies and initiatives which support inclusivity
  - Who needs to be involved in fostering an inclusive learning culture?
  - Individual needs and differences
- Modelling and practising inclusivity
- Promoting inclusivity and responding to diversity
- Developing and implementing work strategies to support inclusivity
- Exploring some inclusivity issues
- Promoting a culture of learning
- Monitoring and improving work practices
- **Course review and conclusion** (including discussion of workplace assignment requirements)

## Pre-course work pack

A pre-course work pack has been developed for this course which will be emailed to learners prior to the course and which they are expected to complete before attending the course.

The purpose of the work pack is to bring everyone's underpinning knowledge of assessment up to a baseline standard, thereby saving time on the course.

Please note that the pre-course work pack includes a short Assessment Knowledge Questionnaire which learners are expected to complete before attending the course.

## Homework

Learners may be required to complete some work at home after Day 1 of the course, in preparation for Day 2.

Following completion of the course, learners will be required to successfully complete a post-course assignment in order to gain a statement of attainment for the units which make up the course.

## Assessment

- Preparation for and participation in an assessment moderation meeting (on-course activity)
- Completion of *Pre-course revision questionnaire*. This tests learners' underpinning knowledge of assessment concepts.
- Completion of *Post-course knowledge questionnaire*. This tests learners' knowledge of concepts covered during the course. It may be completed as an 'open-book' assessment, during or after the course.
- Post-course assignment, including:
  - Preparation, review and trialling of tools to support the assessment of at least three units of competency contributing to qualifications at different AQF levels
  - Participation in an assessment validation process (including providing evidence of preparation and participation)
  - Portfolio of evidence demonstrating how you foster and promote an inclusive learning culture (includes case study and third party report)

## Skills recognition

Skills recognition / Recognition of Prior Learning (RPL) is available for an application fee of \$165 (which covers a one hour meeting with a TSA assessor) plus \$110 per additional hour required.

An application kit is available on request from Training Services Australia.

## Mutual recognition

Training Services Australia recognises qualifications and statements of attainment issued by other Registered Training Organisations under the Australian Qualifications Framework.