

Individual and work-based learning

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: TAADEL403B Facilitate individual learning
TAADEL404B Facilitate work-based learning
TAAENV403B Ensure a healthy and safe learning environment

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 those who are undertaking the Certificate IV in Training and Assessment. This course may also be useful for others who work for training and assessment organisations, including managers and supervisors.

Pre-requisites: Those undertaking this workshop should have previously completed the Workplace Training course (or hold their Certificate IV in Assessment and Workplace Training).

A **relatively high level of reading and writing ability** is required, as well as **computer skills** (word processing).

Workshop aim

To equip participants with the skills, knowledge and attitude to facilitate individual and work-based learning, and to ensure a healthy and safe learning environment.

Workshop description

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

- What a work-based learning pathway is, and how to develop and implement a work-based learning pathway
- What an individual learning / facilitation relationship is, and how to conduct an individual learning / facilitation relationship
- The responsibilities of a trainer / assessor to ensure a healthy and safe learning / assessment environment
- Using risk management principles to ensure a healthy and safe learning / assessment environment

Topics and activities

DAY 1

- **Introduction and course overview**
- **Introduction to individual and work-based learning**
 - What is work-based learning?
 - What is 'facilitating individual learning'?
 - Change processes
- **Facilitate individual learning**
 - Identifying individual learning facilitation requirements
 - Establishing the learning / facilitation relationship
 - Maintaining, developing and monitoring the learning / facilitation relationship
- Coaching exercise
- Documenting and recording work performance and learning achievement
- Closing the learning / facilitation relationship
- Reviewing and evaluating the learning relationship
- **Design and facilitate work-based learning**
 - Legislative and other requirements relevant to work-based learning
 - Establishing an effective work environment for learning

DAY 2

- **Design and facilitate work-based learning (continued)**
 - Developing a work-based learning pathway
 - Implementing the work-based learning pathway
 - Monitoring learning and addressing barriers to effective participation
 - Evaluation criteria for work-based learning pathways
 - Development of measurement / evaluation tools
- **Ensuring a healthy and safe learning environment**
 - Legal aspects of health and safety
 - OHS roles and responsibilities
 - OHS documentation
 - Consultation and collaboration in OHS
 - Health and safety risks in different learning environments
 - Risk management
 - Hazard identification
 - Assessing risks in the learning environment
 - Controlling risks in the learning environment
 - Providing OHS requirements to learners / candidates
 - Monitoring OHS arrangements in the learning environment

Pre-course work pack

A pre-course work pack has been developed for this course and will be emailed to learners prior to the workshop. The work pack provides some information and examples of work-based learning pathways. Learners are asked to prepare for the workshop by thinking about options for work-based learning pathways they could design and implement. Opportunities will be provided during the workshop for learners to design at least one of their pathways.

Assessment

The Assessment Tasks for this course are briefly outlined below. Learners will be given the opportunity to commence some of these tasks during the training workshop. All tasks will need to be completed satisfactorily following the workshop before a statement of attainment can be issued for the units which make up the course.

Assessment Task 1 – Theory questions relating to *Individual and work-based learning* and *Ensure a healthy and safe learning environment*.

Assessment Task 2 – Evidence of the design, implementation and review of a work-based learning pathway, including the facilitation of individual learning (via coaching or mentoring). The learning pathway *must* include real work activities which the learner performs on-the-job as a key component of their learning.

Assessment Task 3 – Evidence of the design, implementation and review of another work-based learning pathway, including the facilitation of individual learning (via coaching or mentoring). This pathway needs to be implemented with a different learner to the one used for Assessment Task 2.

Assessment Task 4 – Application of the principles and processes of risk management in two different training contexts (one on the course and one following the course). Evidence must include copies of risk management documentation and answers to questions relating to the processes followed.

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.

National recognition

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