

Introduction to Vocational Education and Training (VET)

Course duration: 3-days

Course cost: \$675 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: TAAENV401B Work effectively in vocational education and training
TAADES401B Use Training Packages to meet client needs

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 training designers, managers and consultants.

Pre-requisites: No qualifications or previous experience in assessment are necessary to participate in this workshop. However, a **relatively high level of reading and writing ability** is required, as well as **computer skills** (internet research and word processing).

Workshop aim

To equip participants with the skills, knowledge and attitude to work effectively in vocational education and training, and to use Training Packages to meet client needs.

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Topics and activities

DAY 1

- Introduction and course overview
- Vocational education and training
 - National training framework
 - Australian Qualifications Framework
 - Traineeships and apprenticeships
 - Competency-based training and assessment
 - Key VET organisations and stakeholders
 - VET strategies and initiatives
 - Legislation and guidelines
 - Sources of information and advice on VET
 - Contributing to VET organisational policy developments
- Working within the organisation's quality framework
 - Organisational requirements in VET - AQTF, Organisational documentation, Professional development
 - Ethical and legal responsibilities of VET practitioners – Organisation code of practice, Code of Practice for Assessors
 - Industrial and employee relations systems and practices

DAY 2

- Managing work and work relationships
 - Planning and managing your workload
 - Technological skills
 - Working collaboratively
 - Seeking feedback and advice from colleagues and clients
- Focusing on client needs and expectations
 - Who are my clients?
 - Understanding client needs and expectations
- Addressing client needs and expectations
 - Addressing client needs and expectations
 - Operational limits on addressing clients' needs and expectations
 - Client communications strategies
- Evaluating and improving client satisfaction
- Training Packages and accredited courses
- Matching Training Packages to client needs
- Analysing and interpreting Training Packages

DAY 3

- Analysing and interpreting the qualifications framework (continued)
- Analysing and interpreting competency standards
- Clustering units of competency
- Contextualising competency standards
- Assessment guidelines
- Interrelationships between Training Package components
- Meeting client needs and Training Package requirements
- Review and improvement of Training Package applications

During Days 2 & 3, learners will be required to undertake a case study which involves analysis and interpretation of a Training Package to meet a client need.

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Homework

Learners may be required to complete some work at home after each day of the course, in preparation for the following day.

Assessment

- Completion of on-course assessment activities designed to test learners' underpinning knowledge of vocational education and training (VET) and Training Packages. These activities may be completed as an 'open-book' assessment, during or after the course.
- Completion of a case study which involves analysing and interpreting a Training Package to meet a client need.
- Post-course assignment, including:
 - Evidence of applying a Training Package or accredited course in the workplace to meet a client's needs
 - Answering questions to demonstrate ability to work effectively in VET
 - Third party reports on working effectively with others and working effectively in VET

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.