

Training Services Australia

Introduction to Training Packages

Introduction

Welcome to Training Services Australia's 'Introduction to Training Packages' module.

The ability to access and use Training Packages is essential for:

- All trainers and assessors who are working within the national training system.
- All people undertaking the Certificate IV in Training and Assessment (TAE40110).

This module has been designed to assist you in this regard, and should be completed **before attending** any of the following TSA courses.

- Introduction to VET
- AQTf assessment
- Workplace assessment
- Design and develop assessment tools
- Design and deliver training

Please note: This module is aimed at people who have little or no familiarity with the Training Packages and the <Training.gov.au> website. Experienced users of Training Packages and <Training.gov.au> are not required to complete the module. If you have already completed the module as part of your preparation for another TSA course, you do not need to do it again.

The estimated timeframe for completing this module is **30 to 60 minutes**. You will also require:

- Access to the internet
- Basic computer knowledge (including use of the internet to search for information)

Access to a printer will also be useful but is not essential.

If you do not have internet access, or are having trouble completing any part of this module, please contact Training Services Australia on 08 9422 6444 or tqa@tsa-wa.com.au.

Module overview / design

This module has been designed to help introduce you to Nationally Recognised Training Packages and to support you to use 'Training.gov.au' to find a Training Package which links to your background / experience.

The module is broken into four parts:

1. What is a Training Package?
2. How to find a Training Package
3. How to find the Packaging Rules for a Qualification
4. How to find a Unit of Competency

Please note:

This module has been designed to give you introductory exposure to Training Packages, qualifications, units of competency and the 'training.gov.au' website.

Do not get too concerned if, after completing this module, you do not feel that you have a complete understanding of how Training Packages or units of competency work. You will be given an opportunity to explore these further with your facilitator and other learners during the training workshop.

The 'training.gov.au' website is updated from time to time.

Training Services Australia will endeavour to make adjustments to this module as required to keep pace with changes to the 'training.gov.au' website.

If you believe the module you are using is out of date, you may wish to check the Training Services Australia website (www.tsa-wa.com.au) to ensure you have the latest version. Instructions for downloading the latest version of this module are as follows:

- Go to the TSA website (www.tsa-wa.com.au)
- Select 'Downloads' from the menu at the top of the screen
- Select 'TAE40110 Course Downloads'
- Select 'Introduction to Training Packages module' from the bottom of the menu

Part 1 – What is a Training Package?

According to the Department of Education, Employment and Workplace Relations (DEEWR) website, a Training Package is:

A nationally endorsed, integrated set of competency standards, assessment guidelines and Australian Qualifications Framework (AQF) qualifications for a specific industry, industry sector or enterprise.

Source:

www.deewr.gov.au/Skills/Overview/Policy/TPDH/Downloads/Documents/TrainingPackageGlossary.pdf

Training Package components

All Training Packages contain the following three endorsed components:

- 1. Qualifications Framework:** Describes the different qualifications within the Training Package and pathways between these qualifications. Also defines the rules of packaging competency standards together to form qualifications.
- 2. Competency Standards:** These are descriptions of the specific skills and knowledge needed by individuals to perform a job to the standard expected in the workplace. Competency standards are also known as *units of competency*.
- 3. Assessment Guidelines:** Set out the preferred approach to assessment, including the qualifications required by assessors, the design of assessment processes, and information about how assessments should be conducted.

As part of this module we will show you how to access Qualifications and Competency Standards. We will provide you with more information on Assessment Guidelines as part of your training.

Note: Many people find the term 'Training Package' quite misleading because Training Packages **do not contain training resources** such as training plans, workbooks, manuals, PowerPoint presentations, training handouts, etc.

Instead they contain:

- Sets of industry standards
- Rules for how the standards can be combined to make up qualifications
- Guidelines for how those standards should be assessed

Part 2 – How to find a Training Package

Training Packages can be accessed from Training.gov.au (TGA).

TGA is the official National Register of information on Training Packages, Qualifications, Courses, Units of Competency and Registered Training Organisations (RTOs).

Instructions

Please follow the instructions below to find a Training Package relevant to your industry / background / experience.

- 2.1 Access the Training.gov.au (TGA) website using the following URL – training.gov.au.
- 2.2 Go to the 'Quick search' box and click on the 'Search' button for Nationally recognised training (leave the search box blank).

- 2.3 In the 'Nationally recognised training search' tick the 'Training Packages' box and click on the 'Search' button (make sure all of the other boxes are unticked).

2.4 Click on the triangle next to 'Training packages' to see a list of Nationally Recognised Training Packages.

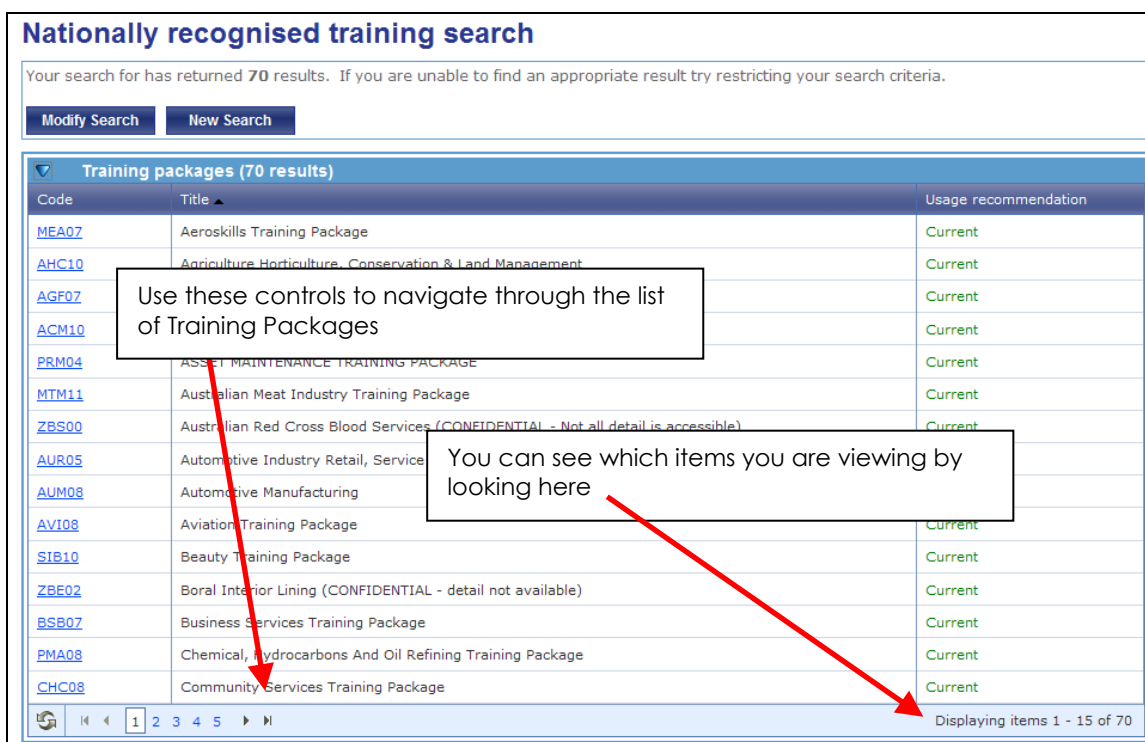


2.5 Search through the list of Training Packages until you find one relevant to your industry / background / experience.

For example:

Your Industry / Experience	Possible relevant Training Package
Mining	RII09 Resources and Infrastructure
Public sector	PSP04 Public Sector
Health	HLT07 Health
Community Services	CHC08 Community Services
Oil and Gas	PMA08 Chemical, Hydrocarbons and Refining
Transport and Logistics (including Rail)	TLI10 Transport and Logistics

There are about seventy Training Packages listed. Please look carefully to find the one which is most relevant to your background.



2.6 Click on the link to the Training Package you have selected.

Training packages (70 results)		
Code	Title	Usage recommendation
SUG02	Sugar Milling Training Package	Current
MSS11	Sustainability Training Package	Current
LMT07	Textiles, Clothing and Footwear Training Package	Current
SIT07	Tourism, Hospitality and Events Training Package	Current
TAE10	Training and Education	Current
UET09	Transmission, Distribution and Rail Sector Training Package	Current
TLI10	TRANSPORT AND LOGISTICS TRAINING PACKAGE	Current
CUV03	Visual Arts, Craft and Design Training Package	Current
NWP07	Water Training Package	Current
ZWA04	Woolworths (CONFIDENTIAL - not all detail is accessible)	Current

Displaying items 61 - 70 of 70

2.7 Read through the Training Package details. In particular, pay attention to:

- The name of the Industry Skills Council which is responsible for the Training Package
- The Training Package version (under 'Release History')
- The following Training Package components:
 - Qualifications
 - Skill sets
 - Units of competency

Part 3 – How to find the Packaging Rules for a Qualification

The Packaging Rules for a Qualification describe the units that need to be completed to obtain the qualification.

Instructions

Please follow the instructions below to find a qualification relevant to your industry / background / experience, or one that you are interested in.

3.1 Click on the link to a qualification from the Training Package you have selected

Training package components

Qualifications

Code	Title	Usage	Release
Qualification Level: Certificate IV			
TAE40110	Certificate IV in Training and Assessment	Current	1
Qualification Level: Diploma			
TAE50310	Diploma of International Education Services	Current	1
Qualification Level: Vocational Graduate Certificate			
TAE70110	Vocational Graduate Certificate in Adult Language, Literacy and Numeracy Practice	Current	1
TAE70210	Vocational Graduate Certificate in Management (Learning)	Current	1
TAE70310	Vocational Graduate Certificate in International Education Services	Current	1
Qualification Level: Vocational Graduate Diploma			
TAE80210	Vocational Graduate Diploma of Management (Learning)	Current	1
TAE80110	Vocational Graduate Diploma of Adult Language, Literacy and Numeracy Leadership	Current	1

3.2 Download the qualification information from the link under the 'Release History'

Summary

Code: **TAE40110**
 Title: **Certificate IV in Training and Assessment**
 Release: **1**
 Release status: **Current**
 Usage recommendation: **Current**
 Parent training package: [TAE10 - Training and Education](#)
 Delivery: [Find RTOs approved to deliver this qualification.](#)

Release history

Release	Status	Release date	Download content
1	Current	31/05/2010	Word, 447.87 KB PDF, 130.28 KB

3.3 Read through the qualification information, and in particular, the **Packaging Rules** section. Pay attention to:

- The total number of units
- The number of core and elective units

3.4 Select a unit which you would like to find out more about and **note down the code and title of the unit.**

Part 4 – How to find a Unit of Competency

Units of competency (also referred to as competency standards) define the outcomes required for competent performance within a particular area of work or work function.

For example, the TAE10 (Training and Education) Training Package is designed for people working in the VET sector, and contains standards relating to areas such as:

- Training individuals
- Training groups of people
- Developing training programs
- Planning assessments
- Designing assessment tools
- Conducting assessments

The Retail Services Training Package (SIR07) contains standards relating to areas such as:

- Ordering stock
- Store security
- Merchandise presentation
- Customer service
- Safe work practices
- Operating point of sale equipment

Instructions

Please follow the instructions below to find a unit of competency relevant to your industry / background / experience, or one that you are interested in.

4.1 Return to the training.gov.au home page.



4.2 In the 'Quick Search' box at the bottom of the page, enter the code or title of the unit you selected in step 3.4 (above) and click on the 'Search button'.

Quick search

Organisation / RTO

Enter code or title

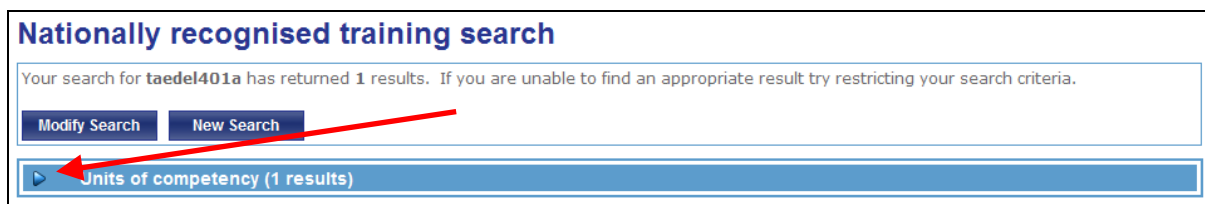
Include RTOs not currently registered.

Nationally recognised training

taedel401a

Include superseded data.

4.3 Click on the triangle next to 'Units of competency'.



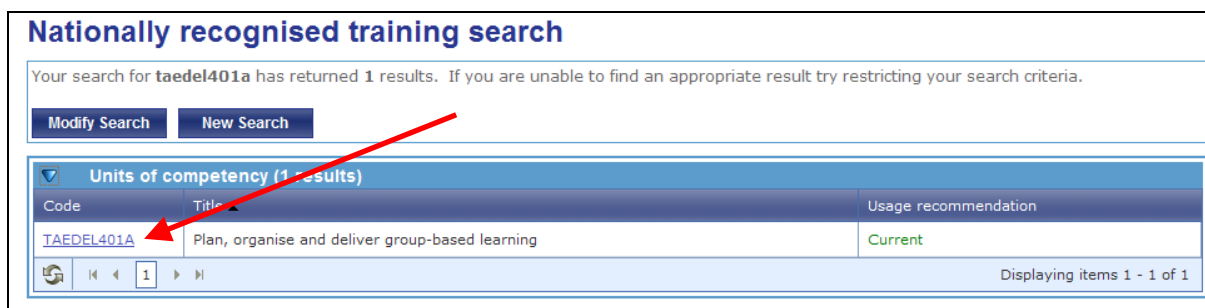
Nationally recognised training search

Your search for **taedel401a** has returned **1** results. If you are unable to find an appropriate result try restricting your search criteria.

[Modify Search](#) [New Search](#)

▶ **Units of competency (1 results)**

4.4 Click on the link to the unit of competency you selected. *If the unit you selected has not appeared in the list, check to make sure you have entered the code or title correctly.*



Nationally recognised training search

Your search for **taedel401a** has returned **1** results. If you are unable to find an appropriate result try restricting your search criteria.

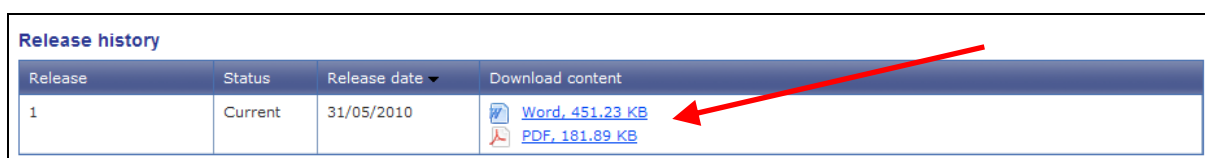
[Modify Search](#) [New Search](#)

▼ **Units of competency (1 results)**

Code	Title	Usage recommendation
TAEDEL401A	Plan, organise and deliver group-based learning	Current

Displaying items 1 - 1 of 1

4.5 Download the unit of competency from the link under the 'Release History'.



Release history

Release	Status	Release date	Download content
1	Current	31/05/2010	Word, 451.23 KB PDF, 181.89 KB

It is recommended that you print a copy of the unit of competency and bring it with you to the training workshop.

4.6 Read through the unit, including each of the following components:

- The unit title
- The unit descriptor
- The elements
- The performance criteria
- The required skills and knowledge
- The evidence guide
- The range statement

Conclusion

Congratulations on completing this 'Introduction to Training Packages' module.

Do not be too concerned if you do not feel that you have a complete understanding of how Training Packages or units of competency work. You will be given an opportunity to explore these further with your facilitator and other learners during the training workshop.

If you have printed out any information from the Training Package you worked with in this module, we recommend that you bring it to the training workshop. For example:

- Qualification information
- Units of competency