

# Plan, organise and facilitate workplace 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.*

**Workshop aim:** To equip participants with the skills, knowledge and attitude to plan, organise and facilitate learning in the workplace.

**Unit covered:** TAEDEL402A – Plan, organise and facilitate learning in the workplace

**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.

**Qualification:** This course forms part of the Certificate IV in Training and Assessment (TAE40110).  
**Note:** *The TAE40110 Certificate IV in Training and Assessment was superseded by the TAE40116 Certificate IV in Training and Assessment on 5 April 2016. Training Services Australia is permitted to continue training, assessing and issuing certification for units from the TAE40110 qualification until 4 October 2017.*

**Pre-requisites:** There are no formal pre-requisites for undertaking this course, however Training Services Australia strongly recommends that those undertaking this course have previously completed TSA's *Design and deliver training* course.

**Language, literacy and numeracy (LLN) requirements:** To successfully complete the course, participants will need to have a **relatively high level of reading and writing ability** as well as **computer skills** (internet research and word processing). Examples of activities that participants will need to perform include:

- Develop and write work-based learning pathways for individuals using word processing software
- Read and interpret organisational policies, procedures and other documentation and use these to inform the development of work-based learning pathways
- Complete and maintain training documentation / records
- Deliver training and provide coaching and feedback to individuals

Those wishing for further advice about whether they have the necessary LLN skills to complete this course should contact a TSA Training Advisor.

# Plan, organise and facilitate workplace learning

## Access to a practice environment:

In order to complete the assessment requirements for this course, participants will need to have access to a workplace environment in which they can plan, organise and facilitate workplace learning for another person over a period of time.

## Homework:

Participants may find it necessary to complete some work at home after the first day of the course, in preparation for the following day.

## Topics

### DAY 1

- Program introduction and overview
- Introduction to workplace learning
- How people learn
- Developing a workplace learning plan

### DAY 2

- Developing a workplace learning plan (continued)
- Facilitating learning in the workplace
- Closing and evaluating the workplace learning

Throughout the course, participants will be required to undertake a case study which involves planning, organising and facilitating workplace learning. Participants will also be required to participate in meetings with other learners to simulate workplace learning facilitation.

## Assessment

The assessment for this course consists of the following:

Activities to be completed <u>during</u> the training	
1	Short answer questions
2	Workplace learning case study <i>Plan, organise and facilitate workplace learning (simulated)</i>
Activities to be completed <u>after</u> the training	
3	Workplace learning project <i>Plan, organise and facilitate workplace learning for an individual over a period of time</i>

## Assessment timeframes

Participants have four months to complete the assessment.

The number of hours taken to complete this assessment will vary between participants. However, as a rough guide, it is recommended that participants allow approximately 8 – 16 hours to complete the assessment for this course.

# Plan, organise and facilitate workplace learning

## Resource requirements

To complete the assessment for this course, participants will need to have access to:

- a computer, a printer and the internet (to develop a work-based learning pathway and to access relevant organisational policies, procedures, work instructions, etc)
- a person for whom they can plan and facilitate work-based learning
- any resources / equipment needed to facilitate the work-based learning
- someone who can supervise them facilitating the work-based learning and provide feedback to TSA

## Recognition of prior learning (RPL)

Recognition of Prior Learning (RPL) is available for this course.

RPL is suitable for those whose previous knowledge and experience will enable them to demonstrate competency in the unit on which the course is based. TSA's RPL policy and some general information about the RPL process are available in the Policies and Procedures area of our website.

Please contact Training Services Australia for an application kit and for information about the fees and charges that apply. Note that RPL enquiries should be made before attending the course.

## National recognition

Training Services Australia recognises qualifications and statements of attainment issued by other Registered Training Organisations under the Australian Qualifications Framework. TSA's policy for National Recognition is available from the Policies and Procedures area of our website.

If you have already achieved this unit and wish to have it recognised, please contact a TSA Training Advisor.