Course in Field-based Training and Assessment (10898NAT)

Information for supervisors and employers

This document has been developed for supervisors and employers of students enrolled in Training Services Australia's Course in Field-based Training and Assessment (10898NAT).

For many students, the support provided by their supervisor / employer plays a crucial role in them completing the course successfully. Constructive support can also boost the benefits of the training for your organisation by improving the student's effectiveness in the workplace.

This document contains suggestions and advice for how you can support your employee(s) to successfully complete this course.

Qualification overview

Please start by familiarising yourself with Training Services Australia's approach to delivering the 10898NAT Course in Field-based Training and Assessment by reading the course overview. This can be found at the following location: http://www.tsa-wa.com.au/tsa/files/courses/10898NAT-Course-overview.pdf

The course overview includes information about:

- Delivery method
- Course structure and duration
- Pre-requisites
- Language, literacy and numeracy requirements
- Access to a practice environment

- Resources required
- Course content
- Assessment requirements and timeframes
- Support offered

Before training commences

Please ensure that your employee has received a copy of the course overview before commencing their training and that they read the document as part of their preparation.

We urge you to discuss the course requirements with your employee and ensure they are aware that the training they will be undertaking is nationally recognised. This means that they will need to complete assessment activities, during and after each course, possibly in their own time. Discuss their commitment to doing this in light of their work and personal responsibilities. We also recommend that you discuss the types of support you will be able to offer your employee, including whether they will be allowed spend time completing their post-course assessment tasks during working hours.

Research shows that adults learn more effectively when they approach training with a clear understanding of why the training is important. If your employee has been selected to attend the training, please explain to them why they have been selected and how their role will change (if at all) after they have completed the training.

Timing of training attendance

There is no set timeframe for attending the training workshops, however Training Services Australia recommends allowing 2 – 3 months between workshops for students to consolidate their skills and knowledge, and complete their assessment, before attending the next workshop.

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Version date:
8/05/2021
Page 1 of 3

While the employee is attending training

Many students, particularly those who have not studied for a long time or who have had limited experience of study find Training Services Australia's courses quite intense. We ask that you make arrangements so your employee is able to focus on the training. Please ensure they are available to attend for the full duration of each course and that disruptions (e.g., work-related phone calls, emails and text messages) are avoided or kept to a minimum.

We recommend that, wherever possible, employers make arrangements to backfill a student's position while they are attending training. This should help to minimise interruptions during the training and also lessen the backlog of work that the student will need to catch up on when they return to the workplace after the course.

Immediately after the student has attended training

It is important that you spend some time with your employee after each course they attend to discuss:

- How the training undertaken relates to your workplace

- The assessment requirements of the unit

Wherever possible, provide the employee with suggestions and opportunities for completing their assessment in the workplace. This may include delegating activities to them which will assist them to generate evidence for their assessment. If the requirements of the unit(s) do not align well with your workplace, we ask that you work with the employee to identify opportunities for completing the assessments. Please contact Training Services Australia if you need assistance or advice in this regard.

Between training modules

In the time between training workshops (or after the student has attended their final workshop) we recommend that you:

- Regularly check your employee's progress, motivate and encourage them

- Where possible, provide your employee with time at work to complete the assessment tasks

- Review your employee's work and provide prompt feedback and comments

- Encourage your employee to contact TSA if they have questions which you are unable to assist them with

More about the assessment requirements

The assessments for this course have been designed to:

- Assist students to generate evidence of competency

- Help students apply the concepts covered during training in the workplace

- Be practical and relevant to the workplace (as far as possible)

- Help develop students' employability skills, including the ability to communicate effectively and make a positive contribution to the workplace

Some students find the post-course assessments quite demanding. Wherever possible, we ask that you assist your employee to see the relationship between what they have been learning and its practical application in your workplace, and provide them with opportunities to complete their assessment tasks by completing real work activities.

Please be aware that TSA provides extensions to students who are unable to complete their assessments within the designated timeframe. However, students who do not complete their assessments in a timely fashion may be required to re-attend training if they wish to complete the course.

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Page 2 of 3

More about Language, Literacy and Numeracy (LLN) requirements

Please note that a reasonable level of reading and writing ability is required to complete the course, along with basic computer skills. Students who struggle with reading or writing, or who are unable to use computers, should not be enrolled in this course unless you are also able to provide them with appropriate support in these areas.

Please speak with a TSA Training Advisor if you would like advice about avenues for providing LLN support to your employee(s).

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Page 3 of 3

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