

Course in Field-based Training and Assessment (11424NAT)



Purpose of this course

The **11424NAT Course in Field-Based Training and Assessment** equips experienced workers with the skills and knowledge to deliver structured workplace training and conduct assessments against internal workplace requirements within an established organisational framework.

The course emphasises practical application using existing enterprise training resources, tools and procedures.

Who should attend?

This course is designed for experienced workers across a range of industry sectors who are required to deliver workplace training and/or conduct assessments of colleagues against internal workplace requirements as part of their normal job role.

It is suited to those who perform the role of a field-based trainer and assessor – sometimes referred to as a workplace trainer, workplace assessor, or on-the-job trainer and assessor.

Delivery method

The course is delivered via face-to-face, off-the-job facilitated learning, reinforced by practical workplace-based assessment tasks completed after each workshop. The recommended workshop size is 8 – 12 participants.

Course structure and duration

To achieve the 11424NAT Course in Field-Based Training and Assessment, participants must successfully complete one core unit and one elective unit. The units may be completed in any order.

Unit	Core / Elective	Duration
NAT11424001 – Carry out workplace assessments	Core	2-days
TAEDEL311 – Provide work skill instruction	Elective	3-days
NAT11424002 – Coach others in the workplace	Elective	2-days

Workshops may be scheduled to suit client needs. However, it is recommended that time be allowed between units for workplace practice and completion of assessment tasks.

Note: Where workplace requirements do not require completion of the full course, participants may enrol in an individual unit. A Statement of Attainment will be issued for each unit successfully completed.

Pre-requisites

There are no formal entry requirements for this course. However, participants are expected to possess sufficient subject matter knowledge and industry experience to train and assess others effectively in the workplace. As a guide, this would typically equate to at least 12 months' experience in the relevant industry area.



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Currency

This course has been accredited by the Australian Skills Quality Authority (ASQA) until 26 April 2031.

The course supersedes and is equivalent to the 10898NAT Course in Field-Based Training and Assessment.

Language, literacy and numeracy (LLN) requirements

Participants require a reasonable level of reading, writing and communication skills to complete this course. In particular, they should be able to:

- read and interpret workplace policies, procedures, work instructions, training resources and assessment tools
- complete workplace training and assessment documentation, including basic session plans and assessment records
- communicate clearly when providing instructions, asking questions and giving feedback

Participants also require basic digital literacy skills to access workplace training and assessment systems and to complete and submit assessment documentation electronically.

Further information about LLN and digital skill requirements, and available support, can be obtained from a TSA Training Advisor.

Access to a practice environment

Participants must have access to a workplace where they can apply the skills and knowledge gained during the workshops to complete the required post-course assessment tasks.

The workplace must also provide access to a suitably experienced representative who can observe and provide feedback on the participant's performance.

Access to a suitable workplace environment is the responsibility of the participant and/or their employer. Training Services Australia does not arrange work placements for this course.

Resources required

Those undertaking this course will require access to:

- a computer with internet access to complete and submit assessment tasks
- one or more people in the workplace who they can train and/or assess
- equipment, documentation and work processes relevant to the subject matter being trained or assessed
- workplace training and assessment policies, procedures, forms and tools

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Access and support needs

Participants who have access or support needs that may affect their ability to participate in and complete the course (for example, relating to language, literacy, health, disability or other personal circumstances) must contact Training Services Australia prior to enrolment to discuss their circumstances.

This allows us to provide advice about course suitability and determine whether appropriate support can be provided within the scope of the course and available resources.

Unit overview

Unit	Overview
NAT11424001 – Carry out workplace assessments	<p>Focuses on conducting workplace assessments against internal workplace requirements using established assessment tools and processes. Covers preparing for assessment, gathering and evaluating evidence, making assessment decisions, reviewing assessment processes and improving personal assessment practice.</p> <p>This unit is not suitable for those required to design or conduct assessments against nationally recognised units of competency.</p>
TAEDEL311 – Provide work skill instruction	<p>Covers the skills and knowledge required to deliver structured, skills-based training sessions to individuals or small groups using a training session plan. Includes preparing for delivery, demonstrating tasks, facilitating practice, and providing feedback to support safe and effective skill development.</p>
NAT11424002 – Coach others in the workplace	<p>Covers the skills and knowledge required to coach others in the workplace to support the structured development of job-specific skills and performance. The unit focuses on one-to-one training conducted over a period of time using coaching techniques to build workplace capability.</p> <p>Includes establishing a professional coaching relationship, setting expectations, observing performance, providing feedback and reviewing progress across multiple sessions.</p> <p>Suitable for roles such as in-cab trainers and others responsible for developing workplace skills over time. It does not cover performance management coaching.</p>

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Assessment requirements

The Course in Field-Based Training and Assessment is competency-based. Attendance at workshops alone is not sufficient for successful completion. Participants must demonstrate that they can apply the required skills and knowledge in a workplace context.

Assessment therefore includes both on-course and post-course tasks, including workplace-based evidence. An overview of the assessment requirements for each unit is provided below.

UNIT	ON-COURSE ASSESSMENT TASKS	POST-COURSE ASSESSMENT TASKS
NAT11424001 – Carry out workplace assessments	<ul style="list-style-type: none">• Knowledge-based questions (written)• Simulated practical assessment	<ul style="list-style-type: none">• Two practical assessments conducted in the workplace• Practical assessment review questions (written)
TAEDEL311 – Provide work skill instruction	<ul style="list-style-type: none">• Knowledge-based questions (written)• Skills-based training session delivery and review (30 minutes)	<ul style="list-style-type: none">• Two skills-based training sessions delivered in the workplace (at least 30 minutes each)• Workplace training session review questions (written)
NAT11424002 – Coach others in the workplace	<ul style="list-style-type: none">• Knowledge-based questions (written)	<ul style="list-style-type: none">• Provision of one-on-one coaching to one person in the workplace (at least 2 hours coaching time over a period of at least 3 days)• Initial, review and close-out meetings• Workplace coaching review questions (written)

Assessment timeframes

The standard timeframe for completing assessment for each unit is 3 months.

We understand that work and personal commitments can sometimes affect completion.

Participants may apply for an extension of up to 3 additional months by submitting a formal request.

Further extensions may be granted in exceptional circumstances.

Where assessment is not completed within the approved timeframe, re-enrolment in the unit(s) will be required.



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Resources provided

Training Services Australia provides participants with the following resources for each unit:

- Participant manual
- Relevant forms and templates to support training and assessment activities
- Assessment materials

Electronic copies of assessment materials and supporting resources are made available through TSA's online assessment platform.

Support provided

Training Services Australia provides email and telephone support to participants throughout the program.

Assessment support workshops may be offered to assist participants with completion of post-course tasks. These may be conducted in-house or as public sessions (additional fees may apply).

Additional one-on-one support is available at an hourly rate for participants who require further assistance. Details of coaching fees are available on the TSA website.

Credential issued

A nationally recognised Statement of Attainment will be issued to participants who successfully complete the course in accordance with the packaging requirements.

Participants who complete one or more units, but do not meet the packaging requirements for the course, will receive a Statement of Attainment for the unit(s) successfully completed.

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Recognition of Prior Learning

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

RPL may be suitable for individuals who already possess the required skills and knowledge in one or more of the units that make up the Course in Field-Based Training and Assessment and who do not wish to undertake further training in those areas.

RPL can reduce or eliminate the need for training; however, it does not reduce assessment requirements. To be granted RPL, candidates must provide sufficient evidence of competence to a TSA assessor. Evidence requirements vary depending on the unit(s) being assessed and may include responses to theory questions, work samples, supervisor reports and participation in an assessment interview. In some cases, an assessor may also require observation of training or assessment activities.

Individuals considering RPL are encouraged to speak with a TSA Training Advisor. The Training Advisor will conduct an initial suitability discussion and provide detailed information about the RPL process before issuing an application kit.

TSA's RPL policy, along with general information about the process and associated fees, is available in the Policies and Procedures section of our website.

Credit transfer

Training Services Australia recognises qualifications and Statements of Attainment issued by other Registered Training Organisations in accordance with the Australian Qualifications Framework.

Participants who have already completed one or more units included in this course may be eligible for credit transfer. Those seeking credit should contact a TSA Training Advisor for guidance.

To grant credit, TSA will verify the authenticity of the relevant qualification or Statement of Attainment in accordance with its policies and procedures.

TSA's policy on Credit Transfer is available in the Policies and Procedures section of our website.

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Advice for successful completion

The following guidance is provided to support successful completion of the course:

- Clarify with your employer why you are undertaking the course and how it aligns with your role.
- Approach the training with a willingness to learn and apply new skills in your workplace.
- Identify a suitable supervisor or mentor who can support you throughout the training and assessment process.
- Plan how and when you will complete workplace-based assessment tasks in consultation with your supervisor.
- Refer to your learner materials and seek clarification if you are unsure about assessment expectations.
- If assessment requirements do not align directly with your workplace context, discuss alternative approaches with your supervisor or mentor.
- Contact TSA if you require assistance or guidance during the assessment process.

Participants are strongly encouraged to provide this course overview to their supervisor or employer to ensure they understand the training and workplace assessment requirements. Additional information specifically for supervisors and employers is available [here](#).