

## Information for supervisors and employers

This document is for supervisors and employers of learners enrolled in Training Services Australia's **Course in Field-based Training and Assessment (11424NAT)**.

Because this course requires workplace-based evidence, supervisor involvement is important. Your support helps ensure the learner has appropriate opportunities to practise skills, gather evidence, and complete assessment requirements within expected timeframes.

This document outlines practical ways you can support the learner before training, during workshops, and while they complete workplace-based assessment tasks.

### Qualification overview

The *Course in Field-based Training and Assessment (11424NAT)* is designed for supervisors, team leaders and experienced workers who deliver structured workplace training and conduct competency-based assessment in operational environments.

This document should be read in conjunction with the [Course Overview](#), available on the TSA website. The Course Overview outlines the qualification structure, delivery arrangements and assessment expectations.

### Before training commences

Please ensure your employee has received and read the Course Overview as part of their preparation for training.

Discuss the purpose of the training with your employee, including why they have been selected to attend and how the training relates to their current or future role. Learners are more likely to complete the course successfully when they understand its relevance to their work.

Completion of the course requires learners to undertake structured assessment tasks that involve applying their skills in the workplace and gathering evidence of competency. Clarify in advance the level of workplace support that will be available. This may include ensuring access to relevant work activities and sufficient time to complete assessment tasks.

If the learner is expected to spend time working on assessment tasks outside normal working hours, this should be discussed with them prior to training so that expectations are clear.

### Timing of training attendance

Where learners are undertaking multiple units, allowing time between workshops supports effective learning and assessment. It provides an opportunity to apply their skills in the workplace and complete workplace-based assessment tasks before progressing further.

TSA recommends that learners complete the assessment tasks associated with each workshop before attending the next workshop.

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## During training

Training sessions are structured and intensive. To maximise learning outcomes, please ensure your employee is available to attend for the full duration of each workshop.

Workplace disruptions, including phone calls, emails and other operational demands, should be minimised wherever possible.

If practicable, arrange appropriate backfill or workload management to reduce interruptions during training and minimise work backlog following attendance.

## After each workshop

After each workshop, take time to discuss the training with your employee. Ask what they learned, what they found most useful, and how they see the training applying in your workplace.

Review the associated assessment requirements together and plan how these will be addressed in your work environment. Where appropriate, provide access to tasks or responsibilities that will support completion of assessment activities.

If you are unsure how requirements can be met within your workplace context, please contact TSA for guidance.

## Supporting assessment completion

Ongoing workplace engagement is important while assessment tasks are being completed. Supervisors can assist by:

- Monitoring progress against agreed timeframes
- Providing constructive feedback where appropriate
- Ensuring the learner maintains momentum
- Encouraging early communication with TSA if clarification or assistance is required

Some learners may find workplace-based assessment demanding, particularly if they have not undertaken formal study for some time. Consistent supervisor support during this stage reduces delays and supports timely completion of the course.

## Assessment requirements

Assessment for this course is competency-based and requires learners to demonstrate their skills in workplace contexts. Assessment tasks are designed to:

- Generate valid evidence of competency
- Require application of skills and knowledge in the workplace
- Be practical and reflect real operational environments

Assessment evidence must reflect the learner's own work and performance. While supervisors may provide guidance and feedback, the learner is responsible for completing assessment tasks and demonstrating competency.

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If challenges arise in meeting assessment requirements within the workplace, early communication with TSA is important so that guidance can be provided. Where genuine circumstances prevent timely completion, extensions may be granted.

## Language, Literacy and Numeracy (LLN) requirements

A reasonable level of reading, writing and communication skills is required to complete this course. Learners must also have basic computer skills to prepare and submit assessment tasks.

If you are aware that your employee may require additional support with language, literacy, numeracy or digital skills, early discussion with TSA is recommended. This allows appropriate support arrangements to be considered and provides an opportunity to determine whether the course is suitable for them at this time.

Supervisors can assist by ensuring learners have access to appropriate workplace support and adequate time to complete assessment tasks where required.