

Provide work skill instruction

Course duration: 3-days

Course cost: \$770 per person (public workshops)

Special rates may be negotiated for client-specific workshops delivered exclusively for their personnel.

Workshop aim: To equip participants with the skills and knowledge to plan, organise and deliver structured, skills-based training sessions to individuals and small groups in workplace settings.

Unit covered: TAED311 – Provide work skill instruction

This is a nationally recognised unit of competency from the TAE Training Package which also forms part of TSA's accredited Course in Field-based Training and Assessment (11424NAT).

Delivery method The course is delivered via face-to-face, off-the-job facilitated learning, followed by practical workplace-based assessment tasks completed after the workshop.

Who should attend? This course is appropriate for those with significant technical or vocational expertise who are required to train others in the workplace as part of their work responsibilities. It is particularly suitable for supervisors, team leaders and trainers who are expected to deliver organisation-specific, skills-based training.

Pre-requisites: No qualifications or other formal pre-requisites are necessary to participate in this course. However, participants are expected to possess sufficient subject matter knowledge and industry experience to train others effectively in the workplace. As a guide, this would typically equate to at least 12 months' experience in the relevant industry area.

Language, literacy and numeracy (LLN) requirements: To complete this course successfully, participants require reasonably well-developed skills in reading, writing and communication. Examples of requirements include:

- reading and interpreting workplace documentation, procedures and training materials
- preparing written session plans and related training documentation
- completing organisational training records
- communicating clearly when delivering instruction and providing feedback
- listening effectively and responding appropriately to learner questions

Basic digital skills are also required to prepare documentation, access workplace systems and submit assessment evidence.

Participants who are unsure whether their skills are sufficient to meet these requirements are encouraged to contact Training Services Australia for advice prior to enrolment.

Provide work skill instruction

Access to a practice environment: To complete the post-course assessment requirements, participants must have access to a workplace environment where they can deliver skills-based training sessions to others.

They should also have access to a suitably experienced workplace representative who can observe their training delivery and provide structured feedback to Training Services Australia.

Pre-course work: Prior to attending the course, participants are encouraged to begin thinking about a possible topic for a 30-minute skills-based training session to be delivered to other participants on the final day.

The suitability of session topics and the requirements for delivery will be explored during the course. Participants attending from regional areas may wish to bring any materials, equipment or resources that could support delivery of their session.

Homework: Participants may need to complete preparation tasks outside scheduled training hours. This may include refining session plans, preparing materials and practising or rehearsing delivery of the skills-based training session to be delivered on the final day.

Topics: The topics addressed in this course include:

- Introduction to competency-based training
- Learning principles and styles
- Structuring training sessions
- Training activities, resources, materials and equipment
- Developing learning outcomes and session plans
- Organising instruction and demonstration
- Communication skills for trainers
- Delivering training sessions
- Reviewing and evaluating training delivery

Assessment: Assessment for this course is competency-based and requires participants to demonstrate their ability to plan, organise and deliver structured, skills-based training in both the workshop and the workplace.

On-course assessment includes:

- Short answer knowledge questions (completed during and after the workshop)
- Delivery of one 30-minute skills-based training session to other participants

Provide work skill instruction

Assessment:

Workplace assessment includes:

- Delivery of two skills-based training sessions in the workplace (minimum 30 minutes per session)
- Observation and structured feedback from a suitably experienced workplace representative

Documentation requirements:

- Completion and submission of training plans and related documentation associated with the sessions delivered

Assessment timeframe:

Participants have 3 months from the date of the course to finalise and submit all assessment requirements. Extensions may be granted where reasonable circumstances prevent completion within this timeframe.

As a general guide, participants should allow approximately 6 – 8 hours to complete the post-course assessment tasks, although this will vary depending on individual circumstances and the nature of their work.

Resource requirements:

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

- a computer with internet access to complete and submit assessment tasks
- at least two people who they can train in the workplace
- equipment and documentation relating to the subject matter being trained
- relevant training policies, procedures and documentation from their workplace
- a suitably experienced workplace representative who can observe their training delivery and provide feedback to TSA

Recognition of Prior Learning (RPL)

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

RPL is a formal assessment process. Applicants must provide sufficient and verifiable evidence to demonstrate that they meet all requirements of the unit. This may include written responses, workplace documentation, and participation in an assessment interview.

Individuals considering RPL are encouraged to contact a TSA Training Advisor prior to enrolment to discuss their suitability.

Credit transfer

Training Services Australia recognises qualifications and statements of attainment issued by other Registered Training Organisations under the Australian Qualifications Framework. TSA's policy for Credit Transfer is available from the Policies and Procedures area of our website. Individuals wishing to seek credit for this unit are invited to contact a TSA Training Advisor.