TAE Assessor Skill Set Course

Course duration:	5-days + 1 assessment support day
Course cost:	**$1,300** 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.*
Aim of course:	To equip participants with the skills, knowledge and attitude to: • plan, organise, conduct and validate assessments against nationally recognised units of competency • develop and trial assessment tools for nationally recognised units of competency
Units covered:	TAEASS401 – Plan assessment activities and processes TAEASS402 – Assess competence TAEASS403 – Participate in assessment validation TAEASS502 – Design and develop assessment tools
Delivery method:	Face-to-face, off-the-job facilitated learning, reinforced by a practical, work-based assignment completed after the workshop.
Who should attend?	Trainers and assessors who work for Registered Training Organisations and those who are undertaking the TAE40116 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 TAE40116 Certificate IV in Training and Assessment. This course also satisfies the requirements for the TAESS00011 Assessor Skill Set.
Pre-requisites:	It is strongly recommended that those undertaking this course first attend TSA's *Introduction to Vocational Education and 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: • Use the internet to access Training Packages and units of competency • Read and interpret units of competency • Develop and write assessment plans and assessment instruments (e.g., observation checklists, assessment questionnaires, etc) using word processing software • Write clear instructions for assessors and candidates to use when conducting assessments • Prepare records / reports of assessment outcomes • Provide clear assessment instructions, provide oral feedback to others and discuss assessment concepts with others

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LLN requirements (continued): Those wishing to participate in this course should first complete TSA's TAE Assessor Skill Set literacy test. For further information about this test, please contact a TSA Training Advisor.

Access to a practice environment: To satisfy the assessment requirements for this course, participants need to be working in, or have access to, an environment in which they can plan and conduct assessments against nationally recognised units of competency.

Pre-course work: It is recommended that, prior to the course, participants source a nationally recognised unit of competency against which they can plan, organise and conduct an assessment in the workplace.

Those who have not attended Training Services Australia's *Introduction to VET course* should complete the 'Introduction to Training Packages' e-learning module before attending this course.

Homework: Some participants may find it necessary to complete work at home after each day of the course, in preparation for the following day.

Topics

DAY 1

- Course introduction and overview
- An overview of assessment
- Assessment and the National Skills Framework
- Key assessment concepts

DAY 2

- Assessment strategies, plans, pathways and tools
- Planning assessment activities and processes
- Developing assessment tools

DAY 3

- Developing assessment tools (continued from Day 2)
- Conducting assessments

DAY 4

- Conducting assessments (continued)
- Assessment validation

DAY 5

- Assessment validation (continued)
- End of course assessment task
- Course review and conclusion

Throughout the course, learners will be required to undertake case studies which involve planning, organising and validating assessments. Participants will also be required to conduct simulated assessments of candidates against units of competency from a nationally recognised Training Package.

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Assessment

The assessment for this course consists of the following:

	Activities to be completed <u>during</u> the training
1	Short answer questions
2	Plan and conduct an RPL assessment and participate in assessment validation (Days 2 – 5)
3	Plan and conduct an RPL assessment (Day 5)
	Activities to be completed <u>after</u> the training
4	Plan, develop, validate, conduct and review an assessment #1
5	Plan, develop, validate, conduct and review an assessment #2
6	Plan, develop, validate, conduct and review an assessment #3
7	Written questions

Assessment timeframes

Participants have <u>6 months</u> to complete the assessment.

The number of hours taken to complete this assessment will vary substantially between participants. However, as a rough guide, it is recommended that participants allow approximately 100 – 200 hours to complete the assessment for this course.

Assessment support day

Before submitting their assessment, participants are expected to attend an assessment support day so that a TSA facilitator can review their progress. This will also provide an opportunity for peer interaction and for review and improvement of assessment plans and tools developed by the participant.

Resource requirements

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

- a computer, a printer and the internet (to access units of competency and to develop assessment tools)
- at least 3 different candidates to assess
- any resources / equipment needed to conduct the assessment
- a qualified assessor who can observe them conducting assessments in the workplace and provide feedback to TSA*
- someone who can work with them to validate their assessment plans and tools and provide feedback to TSA

If you do not have access to a qualified assessor, please contact a TSA Training Advisor to discuss alternative arrangements.

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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 units 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 one or more of the units from this course and wish to have them recognised, please contact a TSA Training Advisor.

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