

# TAE Assessor Upgrade Course

- Course duration:** 3-days
- Course cost:** **\$975** 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 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  
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?** Assessors who work for Registered Training Organisations and who already hold the TAE40110 Certificate IV in Training and Assessment or the TAESS00001 Assessor Skill Set. This course may also be useful for others who work for training and assessment organisations, including training designers, managers and consultants.
- Qualification:** This course may contribute towards the TAE40116 Certificate IV in Training and Assessment and / or the TAESS00011 Assessor skill set.
- Pre-requisites:** Those attending this course must hold the TAE40110 Certificate IV in Training and Assessment or the TAESS00001 Assessor Skill Set.
- 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
- Those wishing to participate in this course should first complete TSA's TAE literacy and numeracy 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 assessments and develop assessment tools for nationally recognised units of competency and trial these assessments.

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**Pre-course work:** It is recommended that, prior to the course, participants source a nationally recognised unit of competency for which they can plan, develop and trial an assessment.

**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

- Review of key assessment concepts
- Analysing and interpreting a unit of competency
- Planning a VET assessment

### DAY 2

- Planning a VET assessment (continued)
- Developing and trialling assessment tools

### DAY 3

- Validating assessment plans and tools
- Post-course assessment planning and support

Throughout the course, learners will be required to undertake case studies which involve planning, organising and validating assessments.

## 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 trial an RPL assessment Participate in assessment validation
Activities to be completed <u>after</u> the training	
3	Plan, develop, validate and trial an assessment #1
4	Plan, develop, validate and trial an assessment #2
5	Written questions

## Assessment timeframes

Participants have 4 months 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 50 – 100 hours to complete the assessment for this course.

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## Assessment support

Those attending this course are encouraged to attend an assessment support day after the course 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)
- a workplace for which they can plan assessments and develop assessment tools
- any resources / equipment needed to trial their assessment tools
- someone who can work with them to validate their assessment plans and tools and provide feedback to TSA

## 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.