

# Plan, organise and facilitate workplace learning

<b>Course duration:</b>	2-days
<b>Course cost:</b>	<b>\$600</b> per person (public workshops). <i>Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel.</i>
<b>Workshop aim:</b>	To equip participants with the skills, knowledge and attitude to plan, organise and facilitate learning in the workplace.
<b>Unit covered:</b>	TAEDEL402 – Plan, organise and facilitate learning in the workplace
<b>Delivery method:</b>	Face-to-face, off-the-job facilitated learning, reinforced by a practical, work-based assignment completed after the workshop.
<b>Who should attend?</b>	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 are responsible for designing and delivering work-based training.
<b>Qualification:</b>	This course forms part of the Certificate IV in Training and Assessment (TAE40116).
<b>Pre-requisites:</b>	Training Services Australia recommends that those undertaking this course have previously completed TSA's <i>Design and deliver training</i> course.
<b>Language, literacy and numeracy (LLN) requirements:</b>	<p>To successfully complete the course, participants will need to have a <b>relatively high level of reading and writing ability</b> as well as <b>computer skills</b> (internet research and word processing). Examples of activities that participants will need to perform include:</p> <ul style="list-style-type: none"><li>• Develop and write work-based learning pathways for individuals using word processing software</li><li>• Read and interpret organisational policies, procedures and other documentation and use these to inform the development of work-based learning pathways</li><li>• Complete and maintain training documentation / records</li><li>• Deliver training and provide coaching and feedback to individuals</li></ul> <p>Those wishing for further advice about whether they have the necessary LLN skills to complete this course should contact a TSA Training Advisor.</p>
<b>Access to a practice environment:</b>	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, organise and facilitate workplace learning, over a period of time, for at least 2 learners.

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**Homework:** Participants may find it necessary to complete some work at home after the first day of the course, in preparation for the following day.

## Topics

### DAY 1

- Program introduction and overview
- Introduction to workplace learning
- How people learn
- Developing a workplace learning plan

### DAY 2

- Developing a workplace learning plan (continued)
- Facilitating learning in the workplace
- Closing and evaluating the workplace learning

Throughout the course, participants will be required to undertake a case study which involves planning, organising and facilitating workplace learning. Participants will also be required to participate in meetings with other learners to simulate workplace learning facilitation.

## Assessment

The assessment for this course consists of the following:

Activities to be completed <u>during</u> the training	
1	Short answer questions
2	Workplace learning case study <i>Plan, organise and facilitate workplace learning (simulated)</i>
Activities to be completed <u>after</u> the training	
3	Workplace learning project #1 <i>Plan, organise and facilitate workplace learning for an individual over a period of time</i>
4	Workplace learning project #2 <i>Plan, organise and facilitate workplace learning for an individual over a period of time</i>
5	Written questions

## Assessment timeframes

Participants have 4 months to complete the assessment.

The number of hours taken to complete this assessment will vary between participants. However, as a rough guide, it is recommended that participants allow approximately 30 – 60 hours to complete the assessment for this course.

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## Resource requirements

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

- a computer, a printer and the internet (to develop a work-based learning pathway and to access relevant organisational policies, procedures, work instructions, etc)
- at least two people for whom they can plan and facilitate separate work-based learning pathways, each involving 8 hours or more of coaching / supervised learning
- any resources / equipment needed to facilitate the work-based learning
- someone who can supervise them facilitating the work-based learning 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 unit 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 this unit and wish to have it recognised, please contact a TSA Training Advisor.