Introduction to Vocational Education and Training (VET)

Course duration:	2-days
Course cost:	**$600** 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 knowledge and skills to use Training Packages and accredited courses to meet client needs.
Unit covered:	TAEDES402 – Use training packages and accredited courses to meet client needs
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, consultants and administrators.
Qualification:	This course forms part of the Certificate IV in Training and Assessment (TAE40116).
	This qualification was superseded by the TAE40122 Certificate IV in Training and Assessment on 8 December 2022, however Training Services Australia is permitted to continue training, assessing and issuing the TAE40116 Certificate IV in Training and Assessment until 7 December 2024. For further information, please contact a TSA Training Advisor.

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 Training Packages and units of competency
- Interpret qualification packaging rules, including requirements for completing core and elective units
- Use a word processing package to prepare letters for clients recommending how Training Packages can be used to meet their needs

Those wishing to participate in this course should first complete TSA's TAE Literacy Skills Check. For further information about this, please contact a TSA Training Advisor.

Pre-course work:

Upon enrolment, participants will be emailed a link to a pre-course module which provides them with introductory information about Training Packages. Participants must complete this before attending the course.

The estimated timeframe for completing the pre-course module is 30-60 minutes.

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.

TRAINING SERVICES AUSTRALIA
3/799 BEAUFORT ST, MT LAWLEY WA 6050
TELEPHONE 08 9422 6444
Email: tsa@tsa-wa.com.au Website: www.tsa-wa.com.au
RTO Code: 1984

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Topics

DAY 1

- Program introduction and overview
- Vocational education and training concepts
  - Overview of VET in Australia, competency-based training and assessment, National Skills Framework, Training Packages and accredited courses, etc
- Major players in VET
  - National bodies, state bodies, registering bodies, delivery and support organisations, trainers and assessors, RTO clients

- Training Packages
  - Types of Training Packages; how they are developed and endorsed; how they are structured and coded; Qualification pathways and skill sets
- Training Package Qualifications
  - Australian Qualifications Framework; Qualification packaging rules; Pre-requisite requirements; Customising a qualification to meet client needs

DAY 2

- Training Package Competency Standards
  - Structure of competency standards; "Unpacking" and analysing units of competency; Clustering units of competency
- Training Package Assessment Information and Licensing Requirements

- Accredited courses
  - About accredited courses; Structure of an accredited course

Throughout the course, learners will be required to undertake a case study which involves analysis and interpretation of a Training Package to meet a client need.

Assessment

The assessment for this course consists of the following:

Activities to be completed during the training	
1	Short answer questions
2	Training Package Case Study *Analyse and interpret a Training Package to meet the needs of a client*
Activities to be completed after the training	
3	Vocational education and training research questions
4	Research and apply a Training Package to meet a workplace need *Research the needs of a client, then analyse and interpret a Training Package to meet those needs*
5	Analyse and contextualise a competency standard

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Assessment timeframe

Participants have <u>3 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 20 – 30 hours after attending the training to complete the assessment for this course.

Resource requirements

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

- a computer, a printer and the internet
- someone to whom they can provide advice about Training Package qualifications and units of competency

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 <u>before attending the course</u>.

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.

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