

Workplace Assessment

Course duration: 5-days

Course cost: **\$950** 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 assessment against nationally recognised units of competency.

Units covered:

- TAEASS301B – Contribute to assessment
- TAEASS401B – Plan assessment activities and processes
- TAEASS402B – Assess competence
- TAEASS403B – Participate in assessment validation

Delivery method: Face-to-face, off-the-job facilitated learning, reinforced by a practical, work-based assignment completed after the workshop.

Who should attend? Workplace trainers and assessors, particularly those working for Registered Training Organisations and those who are undertaking the 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 Certificate IV in Training and Assessment (TAE40110).

Note: The TAE40110 Certificate IV in Training and Assessment was superseded by the TAE40116 Certificate IV in Training and Assessment on 5 April 2016. Training Services Australia is permitted to continue training, assessing and issuing certification for units from the TAE40110 qualification until 4 October 2017.

Pre-requisites: There are no formal pre-requisites for undertaking this course, however Training Services Australia considers it advantageous for those undertaking this course to have previously completed 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

Those wishing for further advice about whether they have the necessary LLN skills to complete this course should contact a TSA Training Advisor.

Access to a practice environment:

In order to complete the assessment requirements for this course, participants will need to have access to a workplace environment in which they can plan and organise an assessment, assess another person against the requirements of a unit of competency, and participate in assessment validation.

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' 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
- Contributing to an assessment
- Planning assessment activities and processes

DAY 3

- Planning assessment activities and processes (continued from Day 2)
- Developing assessment instruments

DAY 4

- Conducting assessments

Note: All participants will be observed by a TSA assessor conducting a simulated assessment on Day 4

DAY 5

- Participating in assessment validation
- Course review and conclusion
- Commence work on post-course assessment activities (if time)

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 a simulated assessment of a candidate against a unit of competency from a nationally endorsed Training Package.

Assessment

The assessment for this course consists of the following:

Activities to be completed <u>during</u> the training	
1	Short answer questions
2	Evidence gathering activity (Day 2)
3	Plan and conduct an RPL assessment (Day 3 - Day 4)
4	Validate an assessment (Day 5)
Activities to be completed <u>after</u> the training	
5	Plan an assessment for the workplace
6	Validate the assessment plan and tool
7	Conduct the assessment
8	Develop an assessment instrument
9	Short answer questions (post-course)

Assessment timeframes

Participants have four 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 25 – 35 hours 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 (to access a unit of competency and to develop assessment instruments)
- a candidate to assess
- any resources / equipment needed to conduct the assessment
- someone who can observe them conducting an assessment in the workplace and provide feedback to TSA
- someone who can work with them to validate their assessment 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.

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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.

