

TAE TRAINING AND ASSESSMENT COURSE OVERVIEW



Thank you for this opportunity to provide you with information regarding the TAE courses that we are currently offering.

- TAESS00014 Enterprise Trainer-Presenter Skill Set
- TAESS00011 Assessor Skill Set
- Facilitator Course
- TAEASS502 Design and develop assessment tools
- TAELLN411 Address adult, language, literacy and numeracy skills

Due to the current environment enabling a more flexible self-paced learning experience for our members, we have designed and developed a more blended approach utilising an online learning management platform, CANVAS. This will give you access to a variety of educational resources including learning manuals, videos, slides, learning activities, interactive live chats, and face to face Microsoft Teams meetings. Courses will require a practical component to be completed within your Club with an approved mentor to supervise and sign an observation checklist. Assessments will be completed, marked and feedback provided all within CANVAS.

We have also provided you with face-to-face options where a Trainer will deliver training sessions in your Branch, however members are required to complete their external learning components online before attending these sessions.

If you are interested in any of these courses, there is a selection criteria process that you must go through, the first step is to complete the expression of interest survey, click on the below link.

<https://form.jotform.com/210547521565858>

Once you have selected your course, you will be sent another survey to complete which will outline your course requirements. We will then check that you meet the eligibility and seek endorsement from your club and branch before sending you an email with a registration link.

Please do not hesitate to contact us if you have any questions or concerns.

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TAE PATHWAYS

Full TAE40116 Certificate IV in Training & Assessment
10 unit of competencies

TAESS00014
Enterprise Trainer-
Presenter Skill Set
TAEDEL301
BSBCMM401

TAESS00011
Assessor Skill Set
TAEASS401
TAEASS402
TAEASS403
TAEASS502

Facilitator course
which will give you
the full TAE40116
TAEDES401
TAEDES402
TAEDEL401
TAEDEL402
TAE LLN411

Stand-alone units used to update to the new TAE requirements

TAEASS502

TAE LLN411

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Course timeframes and price guide

The below provides an overview of the course timeframes and the SLSQ cost recovery charge should a student not complete or withdraw from their respective course.

Course	Completion timeframe	Number of UOCs	Commercial value	SLSQ cost recover
TAESS00014 Enterprise Trainer-Presenter Skill Set	6 months	2 units	\$750-950	\$75
TAESS00011 Assessor skill set	8 months	4 units	\$1500	\$150
Facilitators Course	10 months	5 units	\$2800 - 3500	\$200
TAEASS502 Design and develop assessment tools	3 months	1 unit	\$750	\$50
TAELLN411 Address adult language, literacy and numeracy skills	3 months	1 unit	\$350	\$50

SKILL SETS

1. TAESS00014 ENTERPRISE TRAINER-PRESENTING SKILL SET

This skill set is designed for people who train under supervision, accredited and non-accredited training where the Trainer coaches' individuals and facilitates small group sessions.

On successfully completing the skill set, participants will be issued a certificate for TAESS00014 Enterprise Trainer-Presenting Skill Set including the following units of competencies:

BSBCMM401 Make a presentation

TAEDEL301 Provide work skill instruction

Entry Requirements:

- Active Surf Life Saving Queensland (SLSQ) Club members with a minimum of 3 years' experience in Surf Life Saving and who has held the qualification they wish to train or assess for a minimum of 12 months and are currently proficient.
- Minimum age is 16 years of age
- Each participant will need to be endorsed by their Club and gain approval from their club management committee/ board to undergo this training.
- As per SLSQ Direct Supervision Model, each Participant will need to have a Mentor who holds the current Training and Assessment qualification or relevant skill set. The Mentor will need to sign the SLSQ Mentorship agreement and a copy sent to Membership Training Manager.
- Participants are required to hold intermediate digital literacy skills to complete the Online component of the course (computers and use of programs) are required. Learners are expected to have computer skills and knowledge of how to produce word processed documents, develop PowerPoint presentations, use the Internet for research and upload videos using the Canvas Student App on their phone. At a minimum, the ability to use our user-friendly learning management system, CANVAS to access all their learning resources and assessments.
- A minimum of a Year10 English skill is required. Participants are expected to have effective written, comprehension and spoken communication abilities within a familiar and some unfamiliar contexts to manage the reading, oral work and writing required in this course.
- Participants should have an average of 10 hours per week to dedicate to completion of this course

Pathways Information

These units provide credit towards one of the elective units for the TAE40116 Certificate IV in Training and Assessment.

Course requirements:

In order to complete this course you will be required to have a computer with Microsoft Office, internet to access CANVAS and a mentor in your club.



Mode of Delivery:

Online:

We have developed a blended and flexible course to allow self-paced learning at your convenience. You will have access to variety of educational resources through our online learning platform, CANVAS. This will include learning manuals, PowerPoints, videos and learning activities. A Course Coach will be available to answer any questions or concerns you may have through email, phone calls and webinars.

Summative assessments are also accessed through CANVAS, however will only be accessible once learning resources are read and learning activities have been completed. This will ensure a learning progression has occurred. All assessment will be completed and uploaded into CANVAS where your assessor will mark and provide feedback. Assessment requirement of this course includes 3 training deliveries you will need to carry out utilising your members in your Club. Two of these deliveries will need to be videoed and uploaded into CANVAS

Practical component in your Club:



As part of your learning component of this skill set, you will be required to assist your Mentor in organising, planning and delivering a full PUA20119 Certificate II in Public Safety (Aquatic Rescue)

Assessment requirement of this course includes 3 training deliveries you will need to carry out utilising your members in your Club. Two of these deliveries will need to be videoed and uploaded into CANVAS. The third delivery will need to be completed in your Club as part of your TAF Induction as a Probationary Trainer where you will need to carry out a full PUA20119 Certificate II in Public Safety (Aquatic Rescue) under supervision of your Mentor.



Face-to-Face:

Components of this skill set can also be delivered through a face-to-face delivery session of 2 full days of training. You will have access to learning material through CANVAS and will be required to complete all the learning modules before the training session. The Trainer will facilitate key information sessions and carry out 2 practical assessments.

Assessment requirements:

The assessment requirements of this skill set involve:

- Knowledge and reflective questions
- Presentation of 3 training session

Session 1 is a training session to an individual

Session 2 is another training session to a small group

Session 3 requires you to carry out this delivery to a small group of 3 or more in your Club. You are required to have an approved mentor to observe your presentation and complete a TAE Third-Party Report and the SLSQ Form 14.



Cost:

SLSQ is waiving this fee however, clubs will be invoiced \$75 for any non-completions as we have the right to claim a cost-recovery for any outlaid expenses.



Time:

Once you enrol, you have 6 months to complete.

The estimated time required to complete this course is 165 hours, an estimated 11 hours per week for 15 weeks, this is merely a guide as you have 6 months. This estimate is based on the time it will take an average student with no experience in the vocational education and training sector to complete all the learning and assessment activities. This is a guide only as everyone learns at a different pace. If you have experience in the vocational education and training sector you will generally complete the course in a shorter timeframe.

Course Schedule:

You will be expected to read information in their learning manuals, watch videos and answer learning activities in your own time at your own pace. You are also expected to partake in Microsoft Teams meetings with your TAE Trainers and actively contribute to discussion groups throughout the course. Face-to-face training sessions will also be offered in your branches and will run once the required online components has been completed.

Week	Module	Resources	Content
1	Welcome		Course overview Video to help get you started What you'll need A few tips Meet the team Introduce yourself Student support Group discussions TAF Induction SLSQ Training operations manual Student handbook Declaration of students own work
1 - 2	1 – Learning theories & styles	Learning manual PowerPoint Series of Learning Theory videos VAK Quiz Learning activity	What is workplace learning Roles trainers play Adult learning theories Adult learning styles Stages / cycles of learning
3-4	2 – Training needs and objectives	Learning manual PowerPoint The training cycle video Training needs analysis video	Learner characteristics Identify training needs Identify learning needs Write learning outcomes

		Learning activity	
5-6	3 – Plan and organize training	Learning manual PowerPoint Learning activity	Document a workplace learning plan Learning resources Structure training for effective learning Plan a skill-based training session Plan a knowledge-based training session Learning activities Prepare for delivery: safety & other logistics
7-8 Does not include delivery of PAU20119 with mentor - will need to fit in with Club schedule	4 – Deliver training	Learning manual PowerPoint How to avoid 'death by PowerPoint' video Power of non-verbal communication video 5 ways to listening better video TED's secret to public speaking video Visualise information video Learning activity	Principles of effective communication Tips for presenting information clearly Effective listening skills Questioning skills Give and receive feedback Visual Aids Group vs individual learning Facilitate group-based learning Group dynamics Manage difficult behavior
9-10	5 – Review Training	Learning manual PowerPoint Kirkpatrick evaluation video Learning activity	Record training information Evaluate training
11-15 Task 1-3 Task 4 will need to fit in with Club schedule	6 – Summative Assessment	Task 1 - Knowledge questions Task 2 - Deliver a training session to an individual (Video) Task 3 - Deliver a training session to a small group (Video) Task 4 - Deliver a training session in your workplace (Mentor) Task 5 - Reflection on Providing Training Sessions	Knowledge questions 3 x deliveries + all training resources Reflective questions

Total hours:

Self-paced online learning: 46

Face-to-face learning: 18 (includes Microsoft Teams meetings)

Workplace learning: 50

Assessment: 50

Volume of Learning: 164 hrs

2. TAESS00011 ASSESSOR SKILL SET

Course Outline

This skill set is the minimum requirement for Assessors working within vocational education and training (VET) sector. It is designed to provide VET practitioners with the Assessor competencies required by the Standards for RTO 2015.

On successfully completing the skill set, participants will be issued a certificate for TAESS00011 Assessor Skill Set with a statement of attainment including the following units of competencies:

- **TAESS401 Plan assessment activities and processes**
- **TAESS402 Assess competence**
- **TAESS403 Participate in assessment validation**
- **TAESS502 Design and develop assessment tools**

Entry Requirements:

- Active Surf Life Saving Queensland (SLSQ) Club members with a minimum of 3 years' experience in Surf Life Saving and who has held the qualification they wish to assess for a minimum of 12 months and are currently proficient.
- Completion and certification of the TAESS00014 – Enterprise Trainer-Presenting Skill Set
- Minimum age is 18 years of age
- Each participant will need to be endorsed by their Club and gain approval from their club management committee/ board to undergo this training.
- As per SLSQ Direct Supervision Model, each Participant will need to have a Mentor who holds the current Training and Assessment qualification or relevant skill set. The Mentor will need to sign the SLSQ Mentorship agreement and a copy sent to Membership Training Manager.
- Participants are required to hold intermediate digital literacy skills to complete the Online component of the course (computers and use of programs) are required. Learners are expected to have computer skills and knowledge of how to produce word processed documents, develop PowerPoint presentations, use the Internet for research and upload videos using the Canvas Student App on their phone. At a minimum, the ability to use our user-friendly learning management system, CANVAS to access all their learning resources and assessments.
- A minimum of a Year10 English skill is required. Participants are expected to have effective written, comprehension and spoken communication abilities within a familiar and some unfamiliar contexts to manage the reading, oral work and writing required in this course.
- Participants should have an average of 10 hours per week to dedicate to completion of this course

Pathways Information

These units provide credit towards one of the elective units for the TAE40116 Certificate IV in Training and Assessment.

Course requirements:

In order to complete this course you will be required to have a computer with Microsoft Office, internet to access CANVAS and a mentor in your club.



Mode of Delivery:

Online:

We have developed a blended and flexible course to allow self-paced learning at your convenience. You will have access to variety of educational resources through our online learning platform, CANVAS. This will include learning manuals, PowerPoints, videos and learning activities. A Course Coach will be available to answer any questions or concerns you may have through email, phone calls and webinars.

Summative assessments are also accessed through CANVAS, however will only be accessible once learning resources are read and learning activities have been completed. This will ensure a learning progression has occurred. All assessment will be completed and uploaded into CANVAS where your assessor will mark and provide feedback.

Practical component in your Club:

Practical assessment tasks of this skill set will utilise your club assessment schedule. You will need to complete all course assessment and SLSQ Probationary Assessor requirements, assess at least 5 candidates against two full SLSQ qualifications or skill sets under supervision of your mentor who holds a full TAE40116 Certificate IV in Training & Assessment / equivalent. You are also required to participate in three validation meetings in your Club with your mentor and other relevant members.



Face-to-Face:

Class size:

Components of this skill set can also be delivered through a face-to-face delivery with a TAE Trainer of 8 days over a duration of 8 months. Due to the requirements of the assessments minimum numbers of 6 participants are required to run these face-to-face classes.

You will have access to learning material through CANVAS and will be required to complete all the learning modules before the training session

The Trainer will facilitate information sessions and go through assessment requirements, however you will still be obligated to carry out the practical assessments in your Club with a Qualified Assessor who is your mentor.

Assessment:

Questions, assessment tasks and reflective questions will all be completed online through CANVAS.

- TAEASS401 –develop 5 assessment plans using five different units of competency on five separate occasions, completed online through CANVAS

- TAEASS402 – this assessment requires evidence of each candidate carrying out assessments on 5 candidates against at least one full unit of competency. It also requires one RPL assessment and one assessment where reasonable adjustment was made for at least one candidate. Considering this evidence 4 of the assessment must be completed in your Club using a qualified Assessor who will Supervise and sign a Third-Party Report. The ‘qualified assessor’ must hold a current relevant qualification or skill set, and hold their TAE40116 or TAESS00011 Assessor Skill Set.
- TAEASS403 – actively participate in 3 validations, this can be done through a Zoom, Teams meeting or can be done face-to-face in a Validation meeting in your Club
- TAEASS502 – develop three assessment tools competed online through CANVAS



Cost:

SLSQ is waiving this fee however, clubs will be invoiced \$150.00 for any non-completions as we have the right to claim a cost-recovery for any outlaid expenses.



Time:

Once you enrol, you have 8 months.

The estimated time required to complete this course is 282 hours, an estimated 9.5 hours per week for 30 weeks, this is merely a guide as you have 8 months.

This estimate is based on the time it will take an average student with no experience in the vocational education and training sector to complete all the learning and assessment activities. This is a guide only as everyone learns at a different pace. If you have experience in the vocational education and training sector, you will generally complete the course in a shorter timeframe.

Course schedule:

You will be expected to read information in their learning manuals, watch videos and answer learning activities in your own time at your own pace. You are also expected to partake in Microsoft Teams meetings with your TAE Trainers and actively contribute to discussion groups throughout the course. Face-to-face training sessions will also be offered in your branches and will run once the required online components has been completed.

Week	Module	Resources	Content
1	Welcome		Course overview Video to help get you started What you'll need A few tips Meet the team Introduce yourself Student support Group discussions TAF Induction SLSQ Training operations manual Student handbook Declaration of students own work

1 - 3	1 - Introduction to Competency-based Assessment	Learning manual Module 1 Intro to CBA PowerPoint Video ASQA Understanding Australia's VET sector Video – Understanding Training Packages Glossary of Terms Learning activity	What is assessment? What is quality assessment? What does it mean to be competent? Assessment pathways Key features of competency-based assessment Assessor roles and responsibilities
4 - 6	2 – TAEASS401 Plan Assessment Activities and Processes	Learning manual Module 2 TAEASS401 PowerPoint Video – ASQA Some common issues with assessments Video – ASQA What instructions should be given to assessors and candidates Video – ASQA What are observable behaviours Learning activity	Step 1 - Determine the assessment approach Step 2 - Prepare the assessment plan Step 3 - Develop assessment instruments Videos: Common issues with assessments What instructions should be given to assessors and candidates
7 - 9	3 – TAEASS401 Summative Assessment A)	Knowledge questions Task 2 Plan for an RPL assessment using a scenario Task 2 Training & assessment Plan using another scenario Reflective questions	
10 -12	4 - TAEASS502 Design and develop assessment tools	Learning manual Module 4 TAEASS502 PowerPoint Video - ASQA Understanding assessment Video - ASQA what does an assessment tool need to include? Video - ASQA How do RTO's develop tools to conduct assessment in the workplace Video - ASQA Advice to RTO's when developing assessment documents ASQA - Guide to developing assessment tools document Learning Activity	What is a assessment tool? Assessment tools for training and assessment pathways Assessment tools for RPL Step 1 – Determine the focus of the tool Step 2 – Design the assessment tool Step 3 – Develop the assessment tool Step 4 – Review and trail

13 - 16	5 - TAEASS502, TAEASS401 B) Summative Assessment	Knowledge questions Task 3 Assessment tool 1 Task 3 Assessment tool 2 Task 3 Assessment tool 3 (RPL)	
17 - 18	6 – TAEASS403 Participate in assessment validation	Learning manual Module 6 Validation PowerPoint Learning activity	Introduction to assessment validation Step 1 – Prepare for validation Step 2 – Participate actively in validation Step 3 – contribute to validation outcomes Maintain validation records
19 - 20	7 – TAEASS403 Summative Assessment	Knowledge questions Task 4 – Actively participate in 3 different Validation meetings Reflective questions on your validations	
21 - 23	8 – TAEASS402 Assess competence	Learning Manual Module 8 TAEASS402 PowerPoint Learning Activity	Support the candidate Step 1 – Prepare for assessment and brief the candidate Step 2 – Gather quality evidence Step 3 – Judge the evidence and make the assessment decision Step 4 – Give feedback to the candidate Step 5 – Record and report the assessment decision Step 6 – Review the assessment process
24 - 25	9 – TAEASS402 Summative Assessment A)	Knowledge questions Task 1 Prepare and assess competence (video evidence)	
26 – 30 Assessments will need to work with Club schedule	Module 10 – TAEASS402 Summative Assessment B)	Practical assessment with your Qualified Assessor (Mentor) Assess 4 Candidates on 4 different occasions on at least one full unit of competency Assess 1 RPL candidate on a full unit of competency Reflective questions on your assessments	

Total hours:

Self-paced learning: 103

Face-to-face learning: 26

Workplace learning: 24

Assessment:105
Volume of Learning: 282

3. FACILITATORS COURSE

Facilitators Course to obtain the full Certificate IV TAE40116 in Training and Assessment Qualification

Who should attend:

This course is designed for those who have already obtained both the following skills sets and who are interested in become a CTO (Chief Training Officer and a Mentor in their clubs:

- **TAESS00014 Enterprise Trainer-Presenting Skill Set**
BSBCMM401 Make a presentation
TAEDEL301 Provide work skill instruction
- **TAESS00011 Assessor Skill Set**
TAEASS401 Plan assessment activities and processes
TAEASS402 Assess competence
TAEASS403 Participate in assessment validation
TAEASS502 Design and develop assessment tools

To attain the full TAE40116 Certificate IV in Training and Assessment the following units will need to be gained:

TAEDES401 Design and develop learning programs

TAEDES402 Use training packages and accredited courses to meet client needs

TAEDEL401 Plan, organise and deliver group-based learning

TAEDEL402 Plan, organise and facilitate learning in the workplace

TAELLN411 Address adult language, literacy and numeracy skills

Entry Requirements:

- Active Surf Life Saving Queensland (SLSQ) Club members with a minimum of 3 years' experience in Surf Life Saving and who has held the qualification they wish to assess for a minimum of 12 months and are currently proficient.
- Completion and certification of the TAESS00014 – Enterprise Trainer-Presenting Skill Set and TAESS00011 Assessor Skill Set.
- Minimum age is 18 years of age
- Each participant will need to be endorsed by their Club and gain approval from their club management committee/ board to undergo this training.
- As per SLSQ Direct Supervision Model, each Participant will need to have a Mentor who holds the current Training and Assessment qualification or relevant skill set. The Mentor will need to sign the SLSQ Mentorship agreement and a copy sent to Membership Training Manager.
- Participants are required to hold intermediate digital literacy skills to complete the Online component of the course (computers and use of programs) are required. Learners are expected to have computer skills and knowledge of how to produce word processed documents, develop PowerPoint presentations, use the Internet for research and upload videos using the Canvas Student App on their phone. At a

minimum, the ability to use our user-friendly learning management system, CANVAS to access all their learning resources and assessments.

- A minimum of a Year10 English skill is required. Participants are expected to have effective written, comprehension and spoken communication abilities within a familiar and some unfamiliar contexts to manage the reading, oral work and writing required in this course.

Pathways Information

Successfully completing all the assessment requirements of these units will allow you to obtain the full TAE40116 Certificate IV in Training and Assessment.

Course requirements:

In order to complete this course you will be required to have a computer with Microsoft Office, internet to access CANVAS and a mentor in your club.

Mode of Delivery:



Online:

We have developed a blended and flexible course to allow self-paced learning at your convenience. You will have access to variety of educational resources through our online learning platform, CANVAS. This will include learning manuals, PowerPoints, videos and learning activities. A Course Coach will be available to answer any questions or concerns you may have through email, phone calls and webinars.

Summative assessments are also accessed through CANVAS, however will only be accessible once learning resources are read and learning activities have been completed. This will ensure a learning progression has occurred. All assessment will be completed and uploaded into CANVAS where your assessor will mark and provide feedback.

Practical component in your Club:



Practical assessment tasks of this course will utilise your club assessment schedule. You will need to complete all course assessment and SLSQ Probationary requirements

Face-to-Face:



Class size:

Components of this skill set can also be delivered through a face-to-face delivery with a TAE Trainer of 8 days over a duration of 10 months. Due to the requirements of the assessments minimum numbers of 10 participants are required to run these face-to-face classes.

You will have access to learning material through CANVAS and will be required to complete all the learning modules before the training session

The Trainer will facilitate information sessions and go through assessment requirements; however you are required to complete all the online learning and to carry out the practical assessments in your Club with a Qualified Assessor who is your mentor

Assessment:

Questions, assessment tasks and reflective questions will all be completed online through CANVAS.

- TAEDES401 Design and develop learning programs & TAEDES402 Use training packages and accredited courses to meet client needs – knowledge and reflective questions, design and develop 2 x learning programs
- TAEDEL401 Plan, organise and deliver group-based learning & TAEDEL402 Plan, organise and facilitate learning in the workplace – knowledge and reflective questions, plan, prepare and deliver 3 training sessions of 40-60min to a group of 8 or more participants
- TAEELN411 Address adult language, literacy and numeracy skills – knowledge and reflective questions, design, develop and deliver a training session with LLN instructional strategies



Cost:

SLSQ is waiving this fee however, clubs will be invoiced \$200.00 for any non-completions as we have the right to claim a cost-recovery for any outlaid expenses.



Time:

Once you enrol, you have 10 months to complete.

The estimated time required to complete this course is 393 hours, an estimated 10 hours per week for 40 weeks, this is merely a guide as you have 10 months. This estimate is based on the time it will take an average student with no experience in the vocational education and training sector to complete all the learning and assessment activities. This is a guide only as everyone learns at a different pace. If you have experience in the vocational education and training sector you will generally complete the course in a shorter timeframe.

Course schedule:

You will be expected to read information in their learning manuals, watch videos and answer learning activities in your own time at your own pace. You are also expected to partake in Microsoft Teams meetings with your TAE Trainers and actively contribute to discussion groups throughout the course. Face-to-face training sessions will also be offered in your branches and will run once the required online components has been completed. For ease of use the delivery of this course has been divided into 3 main clusters.

<u>CLUSTER ONE: DESIGN TRAINING</u>			
TAEDES401 Design and develop learning programs			
TAEDES402 Use training packages and accredited courses to meet client needs			
Week	Module	Resources	Content
1	Welcome		Course overview Video to help get you started What you'll need A few tips Meet the team Introduce yourself Student support

			<p>Group discussions</p> <p>TAF Induction</p> <p>SLSQ Training operations manual</p> <p>Student handbook</p> <p>Declaration of students own work</p>
1 -3	1 - Understanding the VET sector	<p>Learning manual</p> <p>PowerPoint</p> <p>Video - understanding the Australian VET sector</p> <p>Video - How are training packages developed</p> <p>Learning activity</p>	<p>Introduction to vocational education and training (VET)</p> <p>VET Quality Framework</p> <p>'Major players' in VET</p>
4 - 5	2 – Training package components	<p>learning manual</p> <p>PowerPoint</p> <p>Video - Training packages, qualifications, unit of competencies</p> <p>Learning activity</p>	<p>What is a training package?</p> <p>Training packages vs accredited courses</p> <p>How and by whom are training packages developed?</p> <p>How are training packages structured?</p> <p>Use training packages to meet client needs</p>
6 - 7	3 – Determine parameters	<p>Learning manual</p> <p>PowerPoint</p> <p>Video - Training needs analysis</p> <p>Video - the training cycle</p> <p>Learning activity</p>	<p>Collaboration plan</p> <p>Confirm the design brief:</p> <ul style="list-style-type: none"> – Determine program aim and identify suitable benchmark – Gather information about the learners and their need – Identify other parameters <p>Analyse program benchmarks</p>
8 -9	4 - Design learning programs	<p>Learning manual</p> <p>PowerPoint</p> <p>Video - copyrights in Australia</p> <p>Learning activity</p>	<p>Access & interpret the training and assessment strategy</p> <p>Determine delivery mode</p> <p>Clarify assessment requirements</p> <p>Identify resources to be used</p>
10 - 11	5 - Develop learning program content and structure	<p>Learning manual</p> <p>PowerPoint</p> <p>Video - Learning program plans for rock stars</p> <p>Learning activity</p>	<p>Develop program sessions:</p> <ul style="list-style-type: none"> –Confirm program content –Organise content into 'chunks' (sessions) –Sequence the sessions <p>Check that you've covered all requirements— create a competency map (matrix)</p> <p>Write learning outcomes for each session</p> <p>Develop activities and allocate time frames for each session</p> <p>Complete the learning program agenda</p> <p>Organise the learning and address safety requirements</p> <p>Document the learning program plan.</p>

	6 – Review the learning program	Learning manual PowerPoint Video - Kirkpatrick evaluation Learning activity	Develop a review strategy Gather feedback on the learning program draft Analyse feedback and modify the learning program plan
12 - 15	7 – Summative Assessment	Knowledge questions Task 1 Learning program case study Task 2 - learning program SLSQ Reflective questions	
Total hours for Cluster 1 - Design: Self-paced learning: 83 Face-to-face learning: 22 Workplace learning: 10 Assessment: 35 Volume of Learning: 150			

CLUSTER TWO: DELIVER TRAINING

TAEDEL401 Plan, organize and deliver group-based learning

TAEDEL402 Plan, organize and facilitate learning in the workplace

Week	Module	Resources	Content
16			Course overview Video to help get you started What you'll need A few tips Meet the team Introduce yourself Student support Group discussions TAF Induction SLSQ Training operations manual Student handbook Declaration of students own work
16	1 - Learning Theories and Styles	Learning manual PowerPoint Series of Learning Theory videos VAK Quiz Learning activity	What is learning? Roles trainers play Adult learning theories Adult learning styles Stages / cycles of learning Principles of adult learning
17	2 - Training needs and objectives	Learning manual PowerPoint Videos Learning activity	Identify training needs Identify learning needs Write learning outcomes
18	3 - Plan and organise training	Learning manual PowerPoint Videos Learning activity	Structure training for effective learning Plan a skill-based training session Plan a knowledge-based training session Prepare for delivery

			WHS
19 - 20	4 - Deliver Training	Learning manual PowerPoint Videos Learning activity	Principles of effective communication Tips for presenting information Effective listening Questioning skills feedback
21	5 - Review Training	Learning manual PowerPoint Video Learning activity	Record training information Evaluate training
22 - 23	6 - Plan, organise and facilitate learning in the workplace	Learning manual PowerPoint Learning activity	What is workplace learning? Plan and organize workplace learning Facilitate learning in the workplace Record and review workplace learning
23 - 25	7 - Summative Assessment, Plan organise and facilitate learning in the workplace	Assessment Task 3 Reflective questions for Task 3	
26 - 27	8 - Plan, organise and facilitate online group session	Learning manual PowerPoint Learning activity	What is live online learning? Characteristics of live, online sessions Skills and resources needed to effectively deliver live online sessions Converting from face to face training to live, online learning Planning and preparing an engaging and effective live online session Get to know the delivery platform Session plan for live online session Prepare for delivery Deliver your live online session
	9 - Plan, organise and deliver group- based learning	Learning manual PowerPoint Videos Learning activity	What is group-based learning? Plan & organise group-based learning Facilitate group-based learning Review group-based learning
28 - 30	10 - Summative Assessment, Group based learning	Knowledge questions Task 1 Plan, organise and deliver one 40min session to a group of 8 or more Task 2 - Plan, organise and deliver two consecutive 40min sessions	

		to a group of 8 or more in your workplace Reflective questions	
Total hours for Cluster 2 – Deliver: Self-paced learning: 75 Face-to-face learning: 24 Workplace learning: 15 Assessment: 55 Volume of Learning: 167			

CLUSTER Three: LLN			
TAELLN411 ADDRESS ADULT LANGUAGE, LITERACY AND NUMERACY SKILLS			
Week	Module	Resources	Content
31			Course overview Video to help get you started What you'll need A few tips Meet the team Introduce yourself Student support Group discussions TAF Induction SLSQ Training operations manual Student handbook Declaration of students own work
31	1 - Understanding LLN and VET	Learning Manual PowerPoint Videos Learning Activity	What is LLN and VET? Why is LLN important? What is VET practitioners/ role in building learners' LLN skills?
32 - 33	2 - Australian Core Skills Framework	Learning Manual PowerPoint Videos Learning Activity	What is ACSF? Structure of the ACSF Why we use the ACSF Using the ACSF – a guide for VET practitioners
34	3 - Identify LLN Needs	Learning Manual PowerPoint Videos Learning Activity Case Study Assessment	Identify LLN skills embedded in the benchmark Identify LLN skills needed to perform in the workplace Identify LLN skills held by your learners
35 - 36	4 - Strategies to address LLN considerations	Learning Manual PowerPoint Videos Learning Activity Case Study Assessment	Select instructional and assessment strategies to address identified LLN needs Customise learning resources Work with LLN specialists
37	5 - Review and evaluate	Learning Manual PowerPoint	Review and evaluate effectiveness of the LLN support provided

		Videos Learning Activity	
38 - 40	6 – Summative Assessment	Knowledge questions Analyse, select, use and evaluate LLN support and assessment strategies Reflective questions	
Total: Self-paced learning: 44 Face-to-face learning: 10 Workplace learning: 7 Assessment: 15 Volume of Learning: 76			

STAND ALONE UNITS

1. TAEASS502 Design and develop assessment tools

Who should participate?

Participants wishing to update their TAE40110 to the current Trainer and Assessor requirements to meet the Standards for RTOs. In the new TAE40116 Certificate IV in Training and Assessment, this unit of competency is a core unit. It is also a requirement for past assessors who have their TAESS00001 Assessor Skill Set to complete this unit if they wish to continue assessing courses.

Course Outline

This unit describes the skills and knowledge required to design and to develop assessment tools used to guide the collection of quality evidence, including their application in formative, summative and recognition of prior learning (RPL) assessment.

It applies to experienced practitioners responsible for the development and/or delivery of training and assessment products and services.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Certification

On successfully completing the training and assessment, participants will obtain a nationally accredited Statement of Attainment in:

- TAEASS502 Design and develop assessment tools

Entry Requirements:

- Active Surf Life Saving Queensland (SLSQ) Club members with a minimum of 3 years' experience in Surf Life Saving and who has held the qualification they wish to assess for a minimum of 12 months and are currently proficient.
- Completion and certification of the TAE40110 Certificate IV in Training and Assessment
- Each participant will need to be endorsed by their Club and gain approval from their club management committee/ board to undergo this training.
- You will need access to a qualified Assessor within SLSQ to review and trial your assessment tools
- Participants are required to hold intermediate digital literacy skills to complete the Online component of the course (computers and use of programs) are required. Learners are expected to have computer skills and knowledge of how to produce word processed documents, develop PowerPoint presentations, use the Internet for research and upload videos using the Canvas Student App on their phone. At a minimum, the ability to use our user-friendly learning management system, CANVAS to access all their learning resources and assessments.

- A minimum of a Year10 English skill is required. Participants are expected to have effective written, comprehension and spoken communication abilities within a familiar and some unfamiliar contexts to manage the reading, oral work and writing required in this course.

Pathways Information

This unit provide credit towards TAE40116 Certificate IV in Training and Assessment.

Course requirements:

In order to complete this course you will be required to have a computer with Microsoft Office, internet to access CANVAS and a mentor in your club.

Mode of Delivery:

Online:



This option is to be done online where you will have access to variety of educational resources through our Learning Platform, CANVAS. This will include learning manuals, PowerPoints, videos and learning activities. A Course Coach will be available to answer any questions or concerns you may have through email, phone calls and webinars. Summative assessments are also accessed through CANVAS, however will only be accessible once learning resources are read and learning activities have been completed. This will ensure a learning progression has occurred. All assessment will be completed and uploaded into CANVAS where your assessor will mark and provide feedback.



Face-to-Face:

This skill set can also be delivered through a face-to-face delivery session of 2 consecutive days. You will have access to learning material through CANVAS and will be required to complete all the learning modules before the training session.

The Trainer will facilitate information sessions and review assessment requirements.

Assessment Requirement:

Questions, assessment tasks and reflective questions will all be completed online through CANVAS.

- TAEASS502 – Underpinning and reflective questions
- Develop three assessment tools completed online through CANVAS

COST:



SLSQ is waiving this fee however, clubs will be invoiced \$50.00 for any non-completions as we have the right to claim a cost-recovery for any outlaid expenses.

TIME:



Once you enrol, you have 3 months to complete the course. The estimated time required to complete this course is 77 hours, an estimated 10 hours per week for 8 weeks . This estimate is based on the time it will take an average student with no experience in the vocational education and training sector to complete all the learning and assessment activities. This is a guide only as everyone learns at a different pace. If you have experience in the vocational education and training sector you will generally complete the course in a shorter timeframe.

Course Structure:

You will be expected to read information in their learning manuals, watch videos and answer learning activities in your own time at your own pace. You are also expected to partake in Microsoft Teams meetings with your TAE Trainers and actively contribute to discussion groups throughout the course. Face-to-face training sessions will also be offered in your branches and will run once the required online components has been completed.

Week	Module	Resources	Content
1	Welcome		Course overview Video to help get you started What you'll need A few tips Meet the team Introduce yourself Student support Group discussions TAF Induction SLSQ Training operations manual Student handbook Declaration of students own work
1	1 – Introduction to Competency-based Assessment	Learning Manual PowerPoint Videos Learning activity	What is assessment? What is quality assessment? What does it mean to be competent? Assessment pathways Key features of competency-based assessment Assessor roles and responsibilities Video ASQA: Understanding Training Packages Qualifications and Units of Competency AQF glossary
2	2 – Design an assessment tool	Learning Manual PowerPoint Video Learning activity	What is an assessment tool? Assessment tools for a training and assessment pathway Assessment tools for RPL Assessment plan TAS vs assessment plan Assessment system and policies and procedures WHS Video ASQA Understanding assessment
3	3 – Develop the assessment tool	Learning manual PowerPoint Videos Learning activity	Select assessment methods Principles of assessment Rules of evidence Develop assessment instruments Mapping Instructions to assessor and candidate Administrative components

			<p>Video - ASQA what does an assessment tool need to include?</p> <p>Video - ASQA How do RTO's develop tools to conduct assessment in the workplace</p> <p>Video - ASQA Advice to RTO's when developing assessment documents</p> <p>Video – ASQA What instructions should be given to the assessor and to the candidate</p>
4	4- trial and review the assessment tool	<p>Learning Manual</p> <p>PowerPoint</p> <p>Learning Activity</p>	<p>How to review and trial draft assessment tools</p> <p>Report on the trial</p> <p>Improve the tool</p> <p>Storage, retrieval and version control</p>
5 -8	5TAEASS502 Summative Assessment	<p>Knowledge questions</p> <p>Task 3 Assessment tool 1</p> <p>Task 3 Assessment tool 2</p> <p>Task 3 Assessment tool 3 (RPL)</p>	
<p>Total:</p> <p>Self-paced learning: 25</p> <p>Face-to-face learning: 8</p> <p>Workplace learning: 6</p> <p>Assessment: 35</p> <p>Volume of Learning: 74</p>			

2. TAELLN411 Address adult language, literacy and numeracy skills

Who should participate?

Participants wishing to update their TAE40110 to the current Trainer and Assessor requirements to meet the Standards for RTOs. In the new TAE40116 Certificate IV in Training and Assessment, this unit of competency is a core unit.

Course Outline

This unit describes the skills and knowledge a vocational trainer or assessor requires to identify language, literacy and numeracy (LLN) skill requirements of training and the work environment, and to use resources and strategies that meet the needs of the learner group.

The unit applies to individuals who teach, train, assess and develop resources.

Competence in this unit does not indicate that a person is a qualified specialist adult language, literacy or numeracy practitioner.

Certification

On successfully completing the training and assessment, you will obtain a nationally accredited Statement of Attainment in:

- TAELLN411 Address adult language, literacy and numeracy skills

Course requirements:

In order to complete this course you will be required to have a computer with Microsoft Office, internet to access CANVAS and a mentor in your club.

Entry Requirements:

- Active Surf Life Saving Queensland (SLSQ) Club members with a minimum of 3 years' experience in Surf Life Saving and who has held the qualification they wish to assess for a minimum of 12 months and are currently proficient.
- Completion and certification of the TAE40110 Certificate IV in Training
- Each participant will need to be endorsed by their Club and gain approval from their club management committee/ board to undergo this training.
- As per SLSQ Direct Supervision Model, each Participant will need to have a Mentor who holds the current Training and Assessment qualification or relevant skill set. The Mentor will need to sign the SLSQ Mentorship agreement and a copy sent to Membership Training Manager.
- Participants are required to hold intermediate digital literacy skills to complete the Online component of the course (computers and use of programs) are required. Learners are expected to have computer skills and knowledge of how to produce word processed documents, develop PowerPoint presentations, use the Internet for research and upload videos using the Canvas Student App on their phone. At a minimum, the ability to use our user-friendly learning management system, CANVAS to access all their learning resources and assessments.
- A minimum of a Year10 English skill is required. Participants are expected to have effective written, comprehension and spoken communication abilities within a familiar and some unfamiliar contexts to manage the reading, oral work and writing required in this course.

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Mode of Delivery:

Online:



This option is to be done online where each participant will have access to variety of educational resources through our Learning Platform, CANVAS . This will include learning manuals, PowerPoints, videos and learning activities. A Course Coach will be available to answer any questions or concerns you may have through email, phone calls and webinars.

Summative assessments are also accessed through CANVAS, however will only be accessible once learning resources are read and learning activities have been completed. This will ensure an learning progression has occurred. All assessment will be completed and uploaded into CANVAS where your assessor will mark and provide feedback.

Assessment Requirement:

- knowledge and reflective questions, design, develop and deliver a training session with LLN instructional strategies. Your delivery will need to place in the club with a minimum of 3 or more participants

Face-to-Face:



This skill set can also be delivered through a face-to-face delivery session of **1 day**. Class size are minimum of 8 and a maximum of 12 participants.

You will have access to your learning material through CANVAS and will be required to complete all the learning modules before the training session. The Trainer will facilitate information sessions and review assessment requirements.

Assessment Requirement:

- knowledge and reflective questions, design, develop and deliver a training session with LLN instructional strategies. Your delivery will need to take place in the club with a minimum of 3 or more participants with your approved mentor to sign a Third-Party observation checklist

Pathways Information

These units provide credit towards TAE40116 Certificate IV in Training and Assessment.



COST:

SLSQ is waiving this fee however, clubs will be invoiced \$50.00 for any non-completions as we have the right to claim a cost-recovery for any outlaid expenses.



TIME:

Once you enrol, you have 3 months to complete the course. The estimated time required to complete this course is 76 hours, an estimated hours per week for 10 weeks. This estimate is based on the time it will take an average student with no experience in the vocational

education and training sector to complete all the learning and assessment activities. This is a guide only as everyone learns at a different pace. If you have experience in the vocational education and training sector you will generally complete the course in a shorter timeframe.

Course Structure:

You will be expected to read information in their learning manuals, watch videos and answer learning activities in your own time at your own pace. You are also expected to partake in Microsoft Teams meetings with your TAE Trainers and actively contribute to discussion groups throughout the course. Face-to-face training sessions will also be offered in your branches and will run once the required online components has been completed.

Week	Module	Resources	Content
1			Course overview Video to help get you started What you'll need A few tips Meet the team Introduce yourself Student support Group discussions TAF Induction SLSQ Training operations manual Student handbook Declaration of students own work
1	1 - Understanding LLN and VET	Learning Manual PowerPoint Videos Learning Activity	What is LLN and VET? Why is LLN important? What is VET practitioners/ role in building learners' LLN skills?
2 - 3	2 - Australian Core Skills Framework	Learning Manual PowerPoint Videos Learning Activity	What is ACSF? Structure of the ACSF Why we use the ACSF Using the ACSF – a guide for VET practitioners
4	3 - Identify LLN Needs	Learning Manual PowerPoint Videos Learning Activity Case Study Assessment	Identify LLN skills embedded in the benchmark Identify LLN skills needed to perform in the workplace Identify LLN skills held by your learners
5 - 6	4 - Strategies to address LLN considerations	Learning Manual PowerPoint Videos Learning Activity Case Study Assessment	Select instructional and assessment strategies to address identified LLN needs Customise learning resources Work with LLN specialists
7	5 - Review and evaluate	Learning Manual PowerPoint Videos Learning Activity	Review and evaluate effectiveness of the LLN support provided
8 - 10	6 – Summative Assessment	Knowledge questions Analyse, select, use and evaluate LLN support	

		and assessment strategies Reflective questions	
Total: Self-paced learning: 44 Face-to-face learning: 10 Workplace learning: 7 Assessment: 15 Volume of Learning: 76			