Department of Veterans' Affairs

REVIEW OF VETERANS' ADVOCACY TRAINING

TRAIN THE TRAINER PROGRAMS
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Certificate IV in Training and Assessment

There exists a number of developmental options for TIP volunteers in the training and assessment space. It is recommended that any developmental options are aligned to a Nationally Recognised Qualification. The benchmark training qualification, often considered as mandatory for trainers and assessors is the Certificate IV in Training and Assessment (TAE40110).

Considering a scaffolding approach, the following represent a number of training programs appropriate to TIP volunteers who do not hold previous training qualifications.

<table>
<thead>
<tr>
<th>Training Program</th>
<th>Accreditation Alignment</th>
<th>To support TIP job functions</th>
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</table>
| Provide Work Skill Instruction | Partial completion towards the Certificate IV in Training and Assessment. Units awarded:  
  - TAEDEL301A Provide work skill instruction | Senior Advocate and/or Workplace Buddy. Provides a foundation of how people learn to optimise on-the-job learning activities. Will support the OJT initiatives. |
| Train-the Trainer Program | Partial completion towards the Certificate IV in Training and Assessment. Units awarded:  
  - TAEDEL301A Provide work skill instruction  
  - TAEDEL401A Plan, organise and deliver group-based learning  
  - TAEDEL402A Plan, organise and facilitate learning in the workplace | TIP Volunteer responsible for training delivery. |
| Contribute to Workplace Assessment | Partial completion towards the Certificate IV in Training and Assessment. Units awarded:  
  - TAEASS301A Contribute to assessment | Senior Advocate and/or Workplace Buddy. Provides a foundation of how people learn to optimise on-the-job learning activities. Will support the OJT initiatives. |
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<thead>
<tr>
<th>Training Program</th>
<th>Accreditation Alignment</th>
<th>To support TIP job functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workplace Assessment</td>
<td>Partial completion towards the Certificate IV in Training and Assessment. Units awarded:</td>
<td>TIP Volunteer responsible for training assessment.</td>
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<td></td>
<td>- TAEASS301A Contribute to assessment</td>
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<tr>
<td></td>
<td>- TAEASS401A Plan assessment activities and process</td>
<td></td>
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<tr>
<td></td>
<td>- TAEASS402A Assess competence</td>
<td></td>
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<td></td>
<td>- TAEASS403A Participate in assessment validation</td>
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<tr>
<td>Certificate IV in Training &amp; Assessment</td>
<td>Certificate IV in Training &amp; Assessment. Units awarded:</td>
<td>TIP Volunteer responsible for training design, delivery and assessment. Also support Training Systems Manager Roles and Training Compliance Officer</td>
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<td></td>
<td>- TAEASS301A Contribute to assessment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- TAEASS401A Plan assessment activities and process</td>
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<td>- TAEDEL402A Plan, organise and facilitate learning in the workplace</td>
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<tr>
<td></td>
<td>- TAEDES401A Design and develop learning programs</td>
<td></td>
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<tr>
<td></td>
<td>- TAEDES402A Use training packages and programs to meet clients needs</td>
<td></td>
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<tr>
<td></td>
<td>- TAELLN401 Address adult language, literacy and numeracy skills</td>
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</tbody>
</table>
Registered Training Organisations delivering this qualification may package and cluster units differently, below would be the expected course content for each of the programs listed above.

**Provide Work Skill Instruction**

**Expected Course Content**
- Introduction to workplace learning
- How people learn
- Developing a workplace learning plan
- Facilitating learning in the workplace
- Closing and evaluating the workplace learning

**Train-the Trainer Program**

**Expected Course Content**
- An Introduction to Competency-based Training (CBT)
- Theories, styles and principles of learning
- Training modes and methods
- Foster an inclusive learning environment
- Language, Literacy and Numeracy Needs
- Develop learning outcomes
- Design and develop learning programs
- Ensure a safe learning environment
- Plan training sessions and presentations
- Communication skills for trainers
- Facilitate training sessions
- Record keeping and training review
Contribute to Workplace Assessment

Expected Course Content

- An overview of assessment
- Key assessment concepts
- Contributing to an assessment

Workplace Assessment

Expected Course Content

- An overview of assessment
- Assessment and the National Skills Framework
- Key assessment concepts
- Assessment strategies, plans, pathways and tools
- Contributing to an assessment
- Planning assessment activities and processes
- Developing assessment instruments
- Conducting assessments
- Participating in assessment validation

Certificate IV in Training & Assessment

Expected Course Content

- Vocational education and training concepts
- Overview of VET in Australia
- Major players in VET
- Training Packages
- Qualification pathways and skill sets
- Customising qualifications to meet client needs
- An Introduction to Competency-based Training (CBT)
- Theories, styles and principles of learning
Training modes and methods
Foster an inclusive learning environment
Language, Literacy and Numeracy Needs
Develop learning outcomes
Design and develop learning programs
Ensure a safe learning environment
Plan training sessions and presentations
Communication skills for trainers
Facilitate training sessions
Record keeping and training review
Introduction to workplace learning
How people learn
Developing a workplace learning plan
Facilitating learning in the workplace
Closing and evaluating the workplace
An overview of assessment
Assessment and the National Skills Framework
Key assessment concepts
Assessment strategies, plans, pathways and tools
Contributing to an assessment
Planning assessment activities and processes
Developing assessment instruments
Conducting assessments
Participating in assessment validation
Qualification Upgrades

Within the VET sector it is essential that trainers and assessors maintain currency of their qualifications. Most RTOs offer the flexibility to design or tailor a program to meet the individual needs. The industry does recognise and provide for the follow certificate upgrades:

- BSZ40198 to TAE40110
- TAA40104 to TAE40110
- TAE40110 LLN upgrade to obtain the now mandatory unit of competency, TAELLN401 Address adult language, literacy and numeracy skills

Recognition of Prior Learning (RPL) and Recognition of Current Competence (RCC)

RTOs must have provision for a RPL or RCC pathway for learners who wish to obtain recognition for their experience and/or prior learning. The process and eligibility does vary with each RTO. However, in considering the possible development options for TIP volunteers formal recognition of existing skills and knowledge is important.

If development options were selected for the entire TIP cohort it would provide for a valuable networking opportunity which would pay dividends for an extended period of time. If this appealing, then BBSA would recommend the inclusion of all personnel, however ensure assessment tasks were altered to cater for existing skills and knowledge.