

Following, is a general introduction to the TAA04 Training Package and the TAA40104 Certificate IV in Training and Assessment Qualification. This information has been directly sourced from the TAA04 training package itself and can be accessed and downloaded at [www.ntis.gov.au](http://www.ntis.gov.au) (April 2010)

## TAA04 Training and Assessment Training Package

### Introduction to the Training and Assessment Training Package (TAA04)

The Training and Assessment Training Package (TAA04) represents part of the *continuing cycle of quality improvement* in Training Packages.

The impact of this Training Package is wide-ranging, potentially affecting:

- individuals seeking to undertake training and assessment qualifications and units of competency
- individuals undertaking professional or staff development
- individuals seeking to extend, enhance and complement existing qualifications
- RTOs and staff intending to deliver and/or assess the Training and Assessment Training Package (TAA04)
- all RTOs and other organisations providing training and assessment to internal staff and/or external clients
- organisational quality management systems for training and assessment services
- the content of other Training Packages and training products through importation of TAA units
- the quality of implementation of those Training Packages
- the work of bodies and authorities that manage the VET system (via the nexus of this Training Package with key policies such as competency based training [CBT] and frameworks such as the NTF and the AQTF.

### Who developed the Training and Assessment Training Package (TAA04)?

Business Services Training Australia (BSTA), now part of the Innovation and Business Industry Skills Council (IBSA), developed the Training and Assessment Training Package (TAA04) to meet the competency development needs of individuals and organisations providing training and assessment services within the vocational education and training sector. As of July 2004, BSTA became part of the Innovation and Business Industry Skills Council (IBSA).

The only way to feed the LEARNAVORE is to continuously improve and stay one step ahead of the pack.





The vocational education and training sector is responsible for developing the competence of individuals in areas of work required by industry, enterprises and organisations as well as providing general education for the community. It includes vocational education and training undertaken in industries, enterprises, government agencies, and community and school settings. The vocational education and training sector encompasses both recognised training leading to a qualification or Statement/s of Attainment under the AQF, and non-recognised training, such as in-house, product-based training.

The TAA04 Training and Assessment Package reflect the outcomes of the Review of the BSZ98 Training Package for Assessment and Workplace Training. It was developed in conjunction with contracted consultants, critical friends and the thousands of individuals and hundreds of organisations who contributed their time and input into the development process. The project was undertaken under the guidance of a Project Steering Committee comprising representatives of key stakeholders and a Reference Group comprising representatives of State and Territory Training Authorities and the Commonwealth government. Details are provided in the Acknowledgements section of the TAA04 Training Package.

### **What does the Training and Assessment Training Package (TAA04) cover?**

The Training and Assessment Training Package (TAA04) is designed to meet the current and future competency development and qualification needs of new and existing personnel working in a broad range of work functions and activities within vocational education and training. It provides a clear set of benchmarks to support both initial competency achievement and ongoing staff and professional development.

The Training and Assessment Training Package (TAA04) addresses a range of competency areas that represent the key areas of work undertaken within organisations that provide training and assessment services. Each of these broad areas is called a Field in the Training and Assessment Training Package (TAA04). Seven Fields have been identified with eighth Field encompassing imported competency standards. The Fields are:

Field 1 - Learning Environment

Field 2 - Learning Design

Field 3 - Delivery and Facilitation

Field 4 - Assessment

Field 5 - Training Advisory Services

Field 6 - Coordination, Management and Quality of Training and/or Assessment Services

Field 7 - Language, Literacy and Numeracy Practice

Field 8 - Imported Units

The units have been packaged into two qualifications:



- TAA40104 Certificate IV in Training and Assessment
- TAA50104 Diploma of Training and Assessment.

Further details are set out in the relevant sections of the Training Package found at [www.ntis.gov.au](http://www.ntis.gov.au)

### **Key Features of the Training and Assessment Training Package (TAA04)**

In developing the Training and Assessment Training Package (TAA04) a number of key features have emerged which are set out below.

#### **Supporting multiple audiences and audience needs**

The Training and Assessment Training Package (TAA04) provides significant choice and flexibility to suit a diverse audience with multiple competency development needs operating in a wide range of environments.

The audience may range from the 'novice' trainer or assessor who will be using this Training Package to develop specific competencies to commence training and/or assessment practices to experienced practitioners using the Training Package for ongoing professional development and career development.

The competency development needs of the audience may range from the competence required to deliver on-the-job instruction in a specific work area or for a piece of equipment, to the breadth of competence required of training and assessment staff employed in an RTO, to competence in learning product development, consultancy or coordination functions.

The audience also includes the range of organisations and operating contexts in which the Training Package might be used, ranging from an RTO, which might be a public provider, enterprise/organisation, commercial college, community provider, or school, to an organisation working in a partnership arrangement with an RTO, or an organisation that delivers non-recognised vocational education and training. The RTO audience is also diverse and includes TAFE institutes, private commercial colleges, enterprises, community organisations, group training companies and schools.

A critical aspect in developing this Training Package has been to ensure its relevance to this diversity of organisations. Some units may be more relevant to some operating contexts than others but the breadth of units ensures that all contexts have been addressed.

#### **Focus on learning**

The central focus of the Training and Assessment Training Package (TAA04) is the learner and the learning process with each Field of Competence directly or indirectly addressing this focus.

The Learning Environment Field includes units of competency related to creating a meaningful learning environment which includes the application of inclusive work practices, responsiveness to diversity, developing a culture that supports learning, ensuring a safe and healthy learning environment, developing and maintaining knowledge of the vocational education and training system, and maintaining currency.



The Learning Design Field addresses competence in designing learning processes and learning products that enable the learner to learn.

The Delivery and Facilitation Field addresses the skills and knowledge needed to manage, guide, facilitate and monitor the learning process and to provide meaningful learning experiences.

The Assessment Field addresses the competence of measuring progress in learning and judging whether competence has been demonstrated.

The Training Advisory Services Field focuses on learner support and consultancy services in training and/or assessment which directly or indirectly impacts on learners and their needs.

The Coordination, Management and Quality of Training and/or Assessment Services Field focuses on the competence of coordinating trainers/assessors in their work with learners and in developing and coordinating systems for quality training and/or assessment services.

### **Clear specifications**

The Training and Assessment Training Package (TAA04) provides clear, detailed and robust unit specifications.

In summary, some of the features of the TAA unit design include:

- an application statement which provides a front-end overview of the unit's focus, content, parameters, potential audience and relationship to other units
- clear and detailed definition of **Performance Criteria** including emphasis on relevant areas of knowledge and skill
- a detailed **Range Statement** that defines critical or significant aspects of the Performance Criteria and defines the possible meanings of various words, terms and phrases that are used in the Performance Criteria

a detailed **Evidence Guide** with:

- depth of definition in knowledge and skills identified as relevant to competent performance
- definition and guidance on how the Key Competencies are applied as part of competence
- identification of critical products and processes that can be used as evidence
- generic guidance on assessment
- specific guidance on the collection of evidence to support valid and sufficient assessment.

The inclusion of these specific evidence requirements was strongly supported by trainers, practitioners and assessors participating in the validation workshops and in the documented feedback.

### Competency themes

The Training and Assessment Training Package (TAA04) has specific themes that permeate the units of competency. These themes include:

- supporting effective learning
- developing facilitation skills
- creating an effective learning environment
- fostering inclusivity
- managing cultural diversity
- encouraging collaborative processes
- fostering innovation
- meeting ethical and legal requirements
- outlining occupational health and safety roles and responsibilities
- managing own ongoing learning and professional development and currency
- achieving transferability across contexts, and
- maintaining continuous improvement.

### Broadly focused qualifications

The decision to develop two broadly based qualifications came out of the development process. Earlier drafts suggested a greater range of qualifications for particular areas of work. These approaches were quickly abandoned following feedback which identified the potential impacts including constriction of pathways and an artificial division within qualifications that did not reflect the realities and needs of work.

The decision of breadth over specificity will make the qualifications more relevant to the audience for the Training and Assessment Training Package (TAA04).

### Competency Fields

An overview of what the endorsed TAA04 Training Package contains can be seen in the table below. All units within the TAA04 Training Package are located within one of the eight identified fields.

Field 1	Learning Environment	Units beginning with code: TAAENV
Field 2	Learning Design	Units beginning with code: TAADES
Field 3	Delivery and Facilitation	Units beginning with code: TAADEL
Field 4	Assessment	Units beginning with code: TAAASS
		Units beginning with code: TAATAS



Field 5	Training Advisory Services	
Field 6	Coordination, Quality and Management of Training/Assessment services	Units beginning with code: TAACMQ
Field 7	Language, Literacy and Numeracy Practice	Units beginning with code: TAALLN
Field 8	Imported Units	These have a range of codes depending on the Training Package of origin

<b>TAA40104 Certificate IV in Training and Assessment</b>		
<b>Purpose:</b> The TAA40104 Certificate IV in Training and Assessment specifies the competencies required to deliver training in an industry area or area of subject matter expertise, and to conduct competency based assessment in a range of contexts.		
<b>Qualification Requirements</b>		
The <b>TAA40104 Certificate IV in Training and Assessment</b> comprises 14 units packaged as: <b>12 core units</b> <b>Plus</b> <b>2 elective units</b> (Shaded in grey)		
CORE UNITS		
Field	Unit Code	Unit Title
Learning Environment	TAAENV401B	Work effectively in vocational education and training
	TAAENV402B	Foster and promote an inclusive learning culture
	TAAENV403B	Ensure a healthy and safe learning environment
Learning Design	TAADES401B	Use training packages to meet client needs
	TAADES402B	Design and develop learning programs
Delivery and Facilitation	TAADEL401B	Plan and organize group based delivery
	TAADEL403B	Facilitate individual learning
	TAADEL404B	Facilitate work based learning
		Plan and organize assessment



Assessment	TAAASS401C	
	TAAASS402C	Assess competence
	TAAASS403B	Develop assessment tools
	TAAASS404B	Participate in assessment validation

Select 2 elective units. Both elective units can be selected from the list of units below. Alternatively, 1 of the 2 elective units can be selected from the TAA50104 Diploma of Training and Assessment, **or any other Diploma or any other Certificate IV.**

Field	Unit Code	Unit Title
Delivery and Facilitation	TAADEL301C	Provide training through instruction and demonstration of work skills
	TAADEL402B	Facilitate group based learning
	TAADEL405B	Coordinate and facilitate distance learning
Learning Environment	TAAENV404B	Develop innovative ideas at work
Training Advisory Services	TAATAS401B	Maintain information requirements of training and/or assessment organizations
Language, Literacy and Numeracy Practice	TAALLN401B	Address language, literacy and numeracy issues within learning and assessment practice.
Imported Units	BSABMKG406A	Build client relationships
	BSBCM404A	Develop teams and individuals
	BSBCM405A	Analyse and present research information



TAA40104 Certificate IV in Training and Assessment General Information

	BSBCMN409A	Promote products and services
	BSBAUD402A	Participate in a quality audit
Any other Certificate IV unit	BSBCRM420A	Write complex documents