

Key Program Details for

TAESS00015

Enterprise Trainer and Assessor Skill Set

Overview

The Enterprise Trainer and Assessor Skill Set is an industry based qualification designed for employees who have the responsibility of implementing their organisations in-house non-accredited training and assessment program and require a better understanding of training and assessment principles and practices as they apply to their workplace.

They may also require an understanding of their training and assessment obligations and responsibilities under the Australian Qualifications Framework when working with other qualified trainers in delivering nationally recognised training and assessment.

Qualification Outline

A total of four units are required to achieve the Skill Set, consisting of:

- TAED301 Provide work skill instruction
- TAEASS401 Plan assessment activities and processes
- TAEASS402 Assess competence
- TAEASS403 Participate in assessment validation

Elective units

The Enterprise Trainer and Assessor Skill Set requires the equivalent of 5 half-day (4 hr) off-the-job workshops followed by 340 hrs of on-the-job learning and assessment. For ease of delivery the workshops are organised around the following learning content.

Workshop	Unit Codes	Unit / Topics
1	TAEDEL301	Provide work skill instruction <ul style="list-style-type: none"> - Understanding what workplace training is and how best to conduct it - Understanding how adults learn (including learning styles and preferences) - Planning a work skill instruction
2	TAEDEL301	Provide work skill instruction <ul style="list-style-type: none"> - Conducting a work skill instruction and demonstration - Giving appropriate feedback to the student - Checking students training performance - Reviewing personal performance and finalising documentation
3	TAEASS401	Plan assessment activities and processes <ul style="list-style-type: none"> - Understanding what an assessment is and how it works - Planning the assessment process - Developing an assessment tool
4	TAEASS402	Assess competence <ul style="list-style-type: none"> - Understanding the principles of assessment and the rules of evidence - Conducting a valid and fair assessment
5	TAEASS401	Plan assessment activities and processes <ul style="list-style-type: none"> - Understanding the principles of Recognition of Prior Learning (RPL) - Developing an RPL assessment plan and associated assessment tool
	TAEASS402	Assess competence <ul style="list-style-type: none"> - Conducting valid and fair RPL assessments
	TAEASS403	Participate in assessment validation <ul style="list-style-type: none"> - Understanding why and how to validate the assessment process

Duration: A combination of both on-the-job and off-the-job training is required to complete the Skill Set. The program is delivered over a 6 – 9 month period with delivery scheduled to suit workplace rosters and production requirements.

Note: This qualification is current from 6th April 2016.

Venue: All training workshops are run on-site at your workplace.

Clothing and Equipment: Each learner must wear their usual uniform and footwear for the workshops.

Recognition of Prior Learning

Courses may be shortened through students gaining exemption from units, or parts of units, under recognition of prior learning provisions. The main focus of RPL is to determine the student's current level of competency, so that courses can be tailored to gain maximum benefit from each training investment.

- Download our RPL Brochure to find out more.

Support for Participants

The Australian Food Training Centre aims to ensure that our courses and training programs meet the needs of a changing, dynamic and diverse workforce. We therefore encourage students from non-English speaking backgrounds to enrol (or with any other unique learning needs) and can arrange for learner support through each student's workplace. This support includes areas such as literacy/numeracy skills and in general study skills.

Employment Prospects and Future Educational Opportunities

The Enterprise Trainer and Assessor Skill Set supports students and businesses in career planning and development by offering employees the opportunity to develop their training and assessment skills on the job without having to do extensive external studies.

Upon course completion, higher studies are available including the Certificate IV in Training and Assessment and a number of other specialist Certificate IV and Diploma programs from the Training and Education training package. This course positions students well to advance their careers in the field of training and education.

Course Admission Requirements / Pre-requisites

There are no pre-requisites for entry to this course, however applicants will be required to attend an information session and undertake a Basic Skills assessment to confirm they have suitable Language, Literacy and Numeracy skills to cope with the reading, writing, speaking and numeracy demands of the qualification. This assessment occurs prior to any offers of course enrolment being given.

Our Fees

Our services are provided through either government funded training schemes and/ or through fee-for-service arrangements.

- Download our Course Fees brochure to find out more.

Subsidised Training

For eligible students, this course is subsidised by the South Australian Government.

Visit www.skills.sa.gov.au for eligibility and subsidy criteria or contact the Skills and Employment Infoline on 1800 673 097 for assistance.

Please contact the Australian Food Training Centre on 08 8288 0288 for any further information you may require.

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Further Information from



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