



trainwest

training your future

TAEASS502 Design and develop assessment tools Enquiry package



NATIONALLY RECOGNISED
TRAINING

Thank you for considering Trainwest. At the heart of Trainwest success is the quality of training that is provided. The Trainwest team are highly skilled in their relevant areas and provide an engaging and enjoyable environment to promote a positive learning experience.

The core business of Trainwest is the Certificate IV in Training and Assessment. We have been delivering versions of this qualification since 2007. During this time Trainwest has worked with students and clients from a range of organisations and industries. This experience places Trainwest in the unique position to understand the value that expert trainers can add to their workplace and industry. Trainwest's aim is to support and mentor the development of those skilling Australia's workforce.

Our Trainwest mission statement is:

**To engage, motivate and inspire our learners,
providing a high quality training and assessment
service to individuals and across industry.**

TAEASS502 Design and develop assessment tools

OVERVIEW: This workshop involves the development of 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.

RECOMMENDED FOR: Job roles and titles vary across different industry sectors.

Possible job titles relevant to this qualification include:

- » Enterprise trainer and/or assessor
- » Registered Training Organisation (RTO) trainer and/or assessor
- » Training adviser or training needs analyst
- » Vocational Education teacher.



LICENSING/REGULATORY REQUIREMENTS: From the 1st of July 2019 trainers must hold the TAE40116 Certificate IV in Training and Assessment, or the TAE40110 Certificate IV in Training and Assessment and:

Either one of the following:

- TAEELN411 Address adult language, literacy and numeracy skills
- TAEELN401A Address adult language, literacy and numeracy skills

Plus one of the following:

- TAEASS502 Design and develop assessment tools
- TAEASS502A Design and develop assessment tools
- TAEASS502B Design and develop assessment tools.

Or a diploma or higher-level qualification in adult education



UNIT CODE	DESCRIPTION	DURATION
TAEASS502	Design and develop assessment tools	2 day

DELIVERY STRUCTURE:

Face to face training for the TAEASS502 Design and develop assessment tools unit will be delivered over two days of face to face training.

In-House training This course can be customised to suit your organisation and delivered in a flexible format to suit your workplace requirements. Contact Trainwest for more information.

Video conferencing Students have the option of attending the face to face course or part of via video conferencing technology in the form of Skype for Business. Students require a computer with access to the internet. For more information on this option, please speak with the Trainwest Student Support team.



ASSESSMENT REQUIREMENTS

The TAEASS502 Design and develop assessment tools unit is competency based. You will have assessments to complete externally to the classroom which will provide evidence that you have understood the training and applied it to the workplace.

This requirement means that it is not possible to complete all of the assessment requirements during the face to face training.

ASSESSMENT METHODS

Students are required to complete assessment tasks for each module which typically include:

- » Answers to knowledge-based questions and questions demonstrating student's application of the required knowledge
- » Completion of workplace projects

ASSESSMENT TIMEFRAMES

Students have up to 24 months to submit their assessments. Please be aware this is a maximum time frame and is greatly dependant on your current job role and pre-existing skills and abilities. You can submit your assessments at any time after attending the face to face component. The actual time for completion varies between students.

REQUIRED RESOURCES

- » Trainwest will provide a full set of learning and assessment materials to learners for all units of competency. Trainers will utilise detailed lesson plans and customised Power Point presentations.
- » A laptop that enables you to access the internet via Wi-Fi is essential. Please note that Micosoft Office Suite is required to be installed.



SUPPORT PROVIDED

Trainwest provides ongoing support to students throughout the duration of the program via email and telephone. We also offer post course support workshops at no additional charge which will provide students with the opportunity to have time away from the workplace to work on assessments with support from the Trainwest Trainer and Assessor.

Each student has access to 30 minutes one on one coaching free of charge. Additional one on one coaching is available at an hourly rate for those who need it.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is available for this unit of competency.

RPL is an assessment based pathway and is suitable for those who already have the skills and knowledge in one or more of the areas which make up the TAEASS502 Design and develop assessment tools unit and do not wish to undergo further training.

For those considering RPL please speak with the Trainwest Student Support team. The Student Support Team will make an initial assessment of suitability and discuss the RPL process before sending an application kit.



NATIONAL RECOGNITION

Trainwest recognises qualifications and statements of attainment issued by other Registered Training Organisations and under the Australian Qualifications Framework.

If you have previously completed any nationally accredited training, please include your certificates and transcripts with your enrolment application for credit review.

CERTIFICATION: Upon successful completion, participants will receive a Statement of Attainment for the TAEASS502 Design and develop assessment tools unit.



INVESTMENT:

COST	DELIVERY METHOD	DURATION
\$ 500.00	Face to face	2 days
\$ 450.00	Recognition of prior learning	
\$ 300.00	Personal coaching (if required)	2 hours

PAYMENT PLAN: All clients have access to Trainwest's interest free payment plan, terms and conditions apply. The standard payment amounts are:

- » \$ 500.00 Payable prior to course commencement
- » \$ 250.00 Payable on a fortnightly basis

Payments are accepted via direct debit or credit card



TAEASS502 Design and develop assessment tools Course Calendar

2021 Course Dates

 Course dates	 Location
Thursday 27 th and Friday 28 th May	Belmont
Wednesday 30 th June and Thursday 1 st July	Belmont
Thursday 12 th and Friday 13 th August	Belmont
Monday 11 th and Tuesday 12 th October	Belmont
Thursday 9 th and Friday 10 th December	Belmont

Course dates are subject to change