



Diploma of Training and Assessment

TAA50104

Benefits of Studying this Program

- Enhance and extend your current training qualification
- Develop the advanced training skills required to become a training consultant
- Learn the high level assessment skills required for a complex environment
- Develop training management skills required for supervisory, leadership and management roles
- Extend your knowledge, skills and professional practice to advance your career

Program Information

This program provides flexible delivery of the new qualification - Diploma of Training and Assessment which builds on the knowledge and skills acquired in the Certificate IV in Training and Assessment (or equivalent).

The program is designed to add to the skill-set and enhance the professional practice of current workplace, VET and other educational trainers and assessors.

You will develop advanced skills in:

- Training needs analysis
- Designing and developing learning strategies and resources
- Leadership of facilitation services
- Provision of assessment services
- Managing a team of trainers and assessors.

Upon successful completion of the training, participants will have the knowledge and skills to personally provide a comprehensive range of training services, and be able to manage the provision of training and assessment services.

Program Focus

- Professional practice
- Training needs analysis
- Advanced program design
- Advanced program delivery and facilitation
- Advanced program assessment
- Team and people management

Program duration

Delivery would normally be scheduled over 13 to 19 full day (8 hour) training sessions, delivered fortnightly to allow for sufficient training and assessment practice between sessions. Training sessions are supplemented with study, practice, and work on assessment tasks.

Fewer hours are anticipated for existing employees depending on outcomes of skills audits. Students with disabilities or learning difficulties may require more hours.

Entry Requirements

Applicants should have achieved competence in the TAA40104 Certificate IV in Training and Assessment, or equivalent.

Application is made on the Blended Learning International application form. The applicant will then be contacted to attend a meeting with an Admission Panel.

Intending applicants are encouraged to contact reception on 02 6230 4633 or email service@blendedlearninginternational.com.au, to discuss their application.

Units of Competency

The 5 core (c) and 7 elective (e) units supported by this program have been grouped as following.

Learning Environment

TAAENV501B	Maintain and enhance professional Practice (c)
TAATAS501B	Undertake organisational training needs analysis

Program Design

TAADES501B	Design and develop learning strategies (c)
TAADES502B	Design and develop learning resources (e)

Program Delivery

TAADEL503B	Provide advanced facilitation to support learning (c)
TAADEL504B	Lead and coordinate training services (e)

Program Assessment

TAACMQ501B	Develop training and/or assessment organisational policies and procedures (e)
TAAASS501B	Lead and coordinate assessment systems and services (c)
TAACMQ503B	Lead and conduct training and/or assessment evaluation (c)
TAACMQ504B	Determine and manage scope of training and/or assessment services (e)

Expected Effort

Blended Learning International adopts adult-learning principles, and all students are treated as adult learners. Participants in this program are therefore expected to take charge of their own learning process and observe the following:

- ensure all assignments are completed on time (unless granted exemption(s) through recognition of prior learning)
- participate in class discussions and activities

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- attend all scheduled classes, otherwise inform the trainer prior to the class.

Assessment Overview

All assessment is conducted in accordance with the assessment guidelines and competency standards in the officially endorsed Training Package for the Diploma of Training and Assessment.

The assessment procedures and the criteria for judging performance are made clear to all participants at the outset of the program. Assessment processes cover the broad range of skills and knowledge needed to demonstrate competency. Assessment will be conducted over time and in variety of contexts. It will integrate knowledge and skills with their practical application. Assessment processes provide for the recognition of competencies no matter how, where, or when they have acquired.

Recognition of Prior Learning (RPL)

Where a participant feels that he or she has already achieved the skills for any unit of competence, that person can be given credit for, or an exemption from, the unit. This prior learning may have occurred through formal or informal training, through work or life experience. It is a process whereby you are given credit for what you can already do.

Blended Learning International also recognises qualifications issued by other Registered Training Organisations (RTOs) as long as these qualifications are current and relevant to this program. If you believe that this applies to you, then you should ask for a Recognition of Prior Learning (RPL) application form. Each application should be accompanied by an administration fee of \$50.00.

Enquiries

Please contact the Director of Education:

Jim Sullivan

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