

four seasons in one day –

literacies in changing climates

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Exploring the TAA training package (Part One and Two)

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(Please note that some of the following details may change between now and the ACAL presentation. The Training Package is currently under consideration by the States and Territories Training Authorities, who may request changes be made before the document is forwarded to the NTQC).

The Training and Assessment (TAA) Training Package is the new name for the Training Package for Assessment and Workplace Training (AWT). This presentation provides an overview of the new Training and Assessment Training Package, its current status and background information about how language, literacy and numeracy has been integrated into the package. Included in the presentation will be information about the new Certificate IV, including the new elective unit: TAALLN401A, *Apply strategies to assist learners develop English language, literacy and numeracy skills*. The presentation will also provide information about the Advanced Diploma in Training and Assessment, language, literacy and numeracy field

Exploring the TAA training package (Part One

An overview of the new TAA04 Training and Assessment Training Package

Two qualifications:

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

There are a number of components to the new Training Package:

- Introductory document
 - Packaging arrangements
 - Assessment Guidelines
 - Glossary & Acronyms
- Units of Competence, organised by fields

Units of Competence:

There are 39 units, and 16 imported units. They are grouped into eight fields:

- Learning environment
- Learning design
- Delivery and facilitation
- Assessment
- Training Advisory Services
- Coordination, Management and Quality of Training and/or Assessment
- Language Literacy and Numeracy Practice
- Imported units

Training Package themes:

The TAA04 Training and Assessment Training Package 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

The new Certificate IV

Characteristics of Learning Outcomes at Cert IV

- Breadth, depth and complexity of knowledge and competencies cover a broad range of varied activities or application in a wider variety of contexts most of which are complex and non-routine.
- Leadership and guidance are involved when organising activities of self and others as well as contributing to technical solutions of a non-routine or contingency nature.

- Performance of a broad range of skilled applications including the requirement to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provision of some leadership and guidance to others in the application and planning of the skills.
- Applications involve responsibility for, and limited organisation of, others.

Total of 14 units are required, comprising 13 core units and one elective

Core Units:

Field	Code	Unit Title
Learning Environment	TAAENV401A	Work effectively in vocational education and training
	TAAENV402A	Foster and promote an inclusive learning culture
	TAAENV403A	Ensure a healthy and safe learning environment
Learning Design	TAADES401A	Use Training Packages to meet client needs
	TAADES402A	Design and develop learning programs
Delivery and Facilitation	TAADEL401A	Plan and organise group-based delivery
	TAADEL402A	Facilitate group-based learning
	TAADEL403A	Facilitate individual learning
	TAADEL404A	Facilitate work-based learning
Assessment	TAAASS401A	Plan and organise assessment
	TAAASS402A	Assess competence
	TAAASS403A	Develop assessment tools
	TAAASS404A	Participate in assessment validation

Electives: choose from:

Field	Code	Unit title
Learning Environment	TAAENV404A	Develop innovative ideas at work
Delivery and Facilitation	TAADEL301A	Provide training through instruction and demonstration of work skills
	TAADEL405A	Coordinate and facilitate distance-based learning
Training Advisory Services	TAATAS401A	Maintain information requirements of training and/or assessment organisations
Language, Literacy and Numeracy Practice	TAALLN401A	Apply strategies to assist learners develop English language, literacy and numeracy skills
Imported units	BSBMKG406A	Build client relationships
	BSBCMN404A	Develop teams and individuals
	BSBCMN405A	Analyse and present research information
	BSBCMN409A	Promote products and services
	BSBAUD402A	Participate in a quality audit

What's new at Cert IV?

Units in TAA04 where the content was not covered in BSZ98 include:

- TAAENV401A Work effectively in vocational education and training
- TAAENV402A Foster and promote an inclusive learning culture
- TAAENV404A Develop innovative ideas at work
- TAADES401A Use Training Packages to meet client needs
- TAALLN401A Apply strategies to assist learners develop language, literacy and numeracy skills

The new Diploma in Training and Assessment**Characteristics of Learning Outcomes at Diploma level**

- Breadth, depth and complexity covering planning and initiation of alternative approaches to skills or knowledge applications across a broad range of technical and/or management requirements, evaluation and co-ordination.
- The self directed application of knowledge and skills, with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques for self and others.

- Applications involve participation in development of strategic initiatives as well as personal responsibility and autonomy in performing complex technical operations or organising others. It may include participation in teams including teams concerned with planning and evaluation functions. Group or team co-ordination may be involved.
- The degree of emphasis on breadth as against depth of knowledge and skills may vary between qualifications granted at this level.

Entrants to the Diploma must have the 13 core units of the TAA40104 Certificate IV in Training and Assessment or be able to demonstrate equivalent competence.

The **TAA50104 Diploma of Training and Assessment** comprises **12 units** packaged as **5 core units**:

- TAAENV501A Maintain and enhance professional practice
- TAADES501A Design and develop learning strategies
- TAADEL503A Provide advanced facilitation to support learning
- TAAASS501A Lead and coordinate assessment systems and services
- TAACMQ503A Lead and conduct training and/or assessment evaluations

PLUS 7 elective units chosen from a wide range of options.

What's new in the Diploma?

Emphasis on teaching practice

Broad range of choices which includes e-learning, action learning, resource development, management issues, and quality processes.

Current status of Training and Assessment Training Package

- The Certificate IV and Diploma in Training and Assessment are currently under review by the State and Territory Training Authorities before sign off by the NTQC.
- Implementation arrangements are being put in place by State and Territory Training Authorities

Language, literacy and numeracy and the new Cert IV:

Why include language, literacy and numeracy in TAA04?

- Previous reports on professional development needs & qualifications:
 - Thompson M & Wing-Ying C, *'Know the Trade, Not Only the Tricks of the Trade: Teaching for Adult Literacy Teaching Project'*¹: Recommended two levels of professional development:
 - For VET 'generalists'
 - For language, literacy and numeracy specialists
 - NSW TAFE Access Department, *Adult Literacy and Numeracy practices 2001, a national snapshot* highlighted shortages of personnel with relevant language, literacy and numeracy qualifications
 - Many recommendations in the Stage One review of the BSZ98 related to the need for language, literacy and numeracy professional development.
- No nationally accepted minimum set of qualifications for teaching adults literacy and numeracy.

Project history:

- Project commenced July 2002. Project managed by Business Services Training Australia (BSTA), National Assessors and Workplace Trainers (NAWT) Division, who were responsible for the project to develop the Training and Assessment Training Package. A nationally advertised competitive tender was run in July 2002
- Communication in Education & Training P/L was awarded the tender
- Advisory Committee established August 02 comprising representatives of:
 - ACAL
 - ACTA
 - National ITABs Communication Network
 - TAFE sector
 - ACE sector
 - DEST
 - ANTA
 - Industry
 - NAWT
- Questionnaire distributed September 02 through BSTA (NAWT), COMMET, ACAL, VALBEC, ACTA, COMSKILLS, DET NSW, DET QLD, SA LL&N Professional Development and Delivery Support Network, and ACFE websites/ list serves; 79 questionnaire responses were received
- First draft & consultation Dec 02- Feb 03. Five weeks of national consultations were held from 11 November to 13 December 2002. In all, over 700 people participated in the direct consultations with representatives from all relevant bodies, organisations and RTOs. In addition to the workshops, a web-based consultation mechanism was developed which enabled interested persons to view and provide comment on all areas of the 1st draft including individual units of competency, issues for the Assessment guidelines and the draft qualifications structure.
- Second draft & consultation July 03. Feedback was received from Advisory Committee, State Training Authorities group, Executives of Professional Associations and individuals via the BSTA web-site. The Advanced Diploma was temporarily withdrawn from the wider project pending sign-off on the Cert IV and the Diploma.
- Third draft & consultation June 04

What has been done?

- English language, literacy and numeracy skills and knowledge have been integrated into TAA04 core units. This means that in the future all VET practitioners will have a

level of skill in recognising and addressing language, literacy and numeracy skill needs relevant to the area of competency their learners/candidates are undertaking.

- A Cert IV unit TAALLN401A *Apply strategies to assist learners develop English language, literacy and numeracy skills* has been developed so that VET practitioners can develop strategies for assisting learners with English language, literacy and numeracy skills. This is an elective at Cert IV.
- Guidance about English language, literacy and numeracy skills and knowledge requirements has been included in the Assessment Guidelines.

Update on the Advanced Diploma in Training and Assessment, language, literacy and numeracy field.

What has been done?

The following draft units have been developed:

TAALLN501A	Co-ordinate adult English language, literacy and numeracy tutors
TAALLN601A	Conduct initial assessment for placement within an adult English language, literacy and numeracy program
TAALLN602A	Design courses for adult English language, literacy, numeracy, and general education
TAAALL603A	Design workplace strategy for adult English language, literacy, numeracy
TAALLN0604A	Provide specialist adult English language, literacy and numeracy services in a workplace learning environment
TAALLN605A	Provide specialist adult English language, literacy and numeracy services in an institutional learning environment
TAALLN606A	Apply adult literacy methodologies to develop literacy skills
TAALLN607A	Apply adult numeracy methodologies to develop numeracy skills
TAALLN608A	Develop general education through an accredited course
TAALLN609A	Apply adult TESOL methodologies to develop English language skills

Future developments likely to impact on the Advanced Diploma:

Development of a new Skills Council, the Innovation & Business Industry Skills Council. This Council will have responsibility for this area. A detailed scoping of the new Education Sector will be part of the initial work of the new Skills Council.

The CEO of the new Skills Council is Sharon Coates who has a long history of involvement in education generally, and adult literacy in particular.

Exploring the TAA training package (Part Two)

This workshop will give participants the opportunity to look in detail at the ways in which language, literacy and numeracy have been integrated into the Training and Assessment Training Package. Participants will look at the Packaging of the Cert IV, units from the Core of the Cert IV, as well as the elective unit TAALLN401A *Apply strategies to assist learners develop English language, literacy and numeracy skills*.

Participants in the workshop will select from final drafts of the following units from the Certificate IV:

- TAAENV401A Work effectively in vocational education and training
- TAAENV402A Foster and promote an inclusive learning culture
- TAADES401A Use Training Packages to meet client needs
- TAALLN401A Apply strategies to assist learners develop language, literacy and numeracy skills

Activities will include identifying the language, literacy and numeracy knowledge and skills integrated into the unit, and discussion about how the unit (s) might be delivered.