



Headquarters Training Command-Army

Training Management Package

TAA40104 Certificate IV

in Training & Assessment-Army

Instructor-Army 203064
Qualified Assessor-Army 203065
Training Supervisor-Army 203066

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Colonel Education Training and Development
Training Advisor TAA40104 Certificate IV
October 2008

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VERSION CONTROL DATA

TITLE:	TAA40104 CERTIFICATE IV TRAINING & ASSESSMENT - ARMY
AUTHOR:	WJ MOORE, TRAINING SYSTEMS SERVICES PTY LTD
APPROVER:	TRAINING ADVISOR/SO1 RTO
VERSION NUMBER:	VERSION 2.1
DATE OF APPROVAL:	22 OCTOBER 2008
SUMMARY OF LAST MODIFICATION	AMENDMENT OF TMP TO IMPROVE RECOGNITION SECTION AND TO ALIGN WITH B AND C VERSION OF UOCS
MODIFIED BY:	WJ MOORE, TRAINING SYSTEMS SERVICES PTY LTD
NEXT REVIEW DATE:	NOVEMBER 2009

ACKNOWLEDGEMENTS

Headquarters Training Command-Army acknowledges the contributions to this TMP from the following Training Command Establishments:

- Army Aviation Training Centre
- Army Logistics Training Centre
- Army Recruit Training Centre
- Combat Arms Training Centre
- Land Warfare Centre
- Royal Military College of Australia
- Training Development Centre
- Training Technology Centre

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INTRODUCTION TO THE TMP

The TAA40104 Certificate IV in Training and Assessment-Army Training Management Package (TMP) describes the standards and training requirements to prepare Army Instructors, Qualified Assessors and Training Supervisors for their appointments within TCEs. The TMP provides training aligned to and in support of the TC-A Instructor and Assessor Development Program. The training and assessment standards in the TMP are based on the skill set for each employment. The skill sets specify the required units of competency from the Training and Assessment Training Package. Training, based on the skill sets, has been organised into three courses (each with a separate proficiency). Personnel who complete a course, and the associated assessments, will be eligible for a statement of attainment for the relevant competencies. On completion of all the courses, and the assessments, the Certificate IV in Training and Assessment will be gained. The courses are:

- Instructor – Army 203064
- Qualified Assessor – Army 203065
- Training Supervisor – Army 203066

The courses in the Certificate IV in Training and Assessment TMP have been designed to be delivered through face-to-face instruction with assessment both during the courses and subsequently in the workplace.

The TMP contains resources for assessment as well as learning support materials. Where TCEs have existing programs for Certificate IV in Training and Assessment training, the resources within the TMP can be selectively used to support these programs. In particular, the Recognition Package and the Assessment Record Book are flexible tools that will support a variety of training, assessment and recognition pathways within TEs and units.

Background

Version 1.0 of the Certificate IV in Training and Assessment – Army TMP was released by HQTC-A in January 2006. The development of Version 2.0 of the TMP was undertaken by Training Systems Services Pty Ltd (TSS), through the TD Prime Contract, between September and December 2006. This involved a fundamental redesign of the TMP in conjunction with consultation with TCEs to identify strategies and materials for inclusion in the TMP.

The preparation of Version 2.1 of the TMP was undertaken by TSS in September and October 2008. The new version includes the following amendments:

- **TAA recognition package.** The recognition section from Version 2.0 has been rewritten based on a simplified four-step recognition process. The package includes a TAA recognition and evidence plan and a TAA recognition evidence guide. Additionally, the package emphasises the use of questioning in the recognition process.
- **B and C versions of UOCs.** The release of the B and C versions of the TAA UOCs by Innovation and Business Skills Australia has necessitated some minor amendments

to the curriculum and assessment record book (to address the areas of coaching and RPL).

- **Assessment resources.** Four new scenarios and examples have been included as an alternative resource for assessors.
- **Learner guide.** A learner guide (VET in Defence) has been developed to support Module 1 (in particular TAAENV401B and TAAENV402B)
- **New assessments.** Stand alone assessments for TAAENV401B (TAAASSESS1), TAAENV402B (TAAASSESS2) and TAAENV403B (TAAASSESS3) have been incorporated.
- **Curriculum.** Module 2 (learning theory) has been simplified with some of the teaching points moved to the Instructor Orientation and Advanced Instructor Courses.

Most TCEs have contributed to the amendment of the TMP through consultations during 2008. A workshop to validate the tools in the recognition package was conducted in October 2008 and involved TCE representatives and the ACTARC lead auditor.

Underpinning principles

The underpinning principles for the development of the TMP, and its implementation in TCEs, are to:

- ***Model 'best practice' for VET in the Army through conducting evidence based assessment*** . Evidence based assessment will:
 - reference the rules of evidence;
 - conform to the principles of assessment;
 - be an holistic interpretation of the unit of competency; and
 - be an holistic assessment of more than one unit of competency, where possible.

The assessment decision will ask: *“Is the candidate able to apply the knowledge, skills and aptitudes necessary to perform the work function described in the unit of competency?”*

- ***Implement best practice in training delivery under the Defence Training Model*** . Delivery will *not* be driven by the units of competency, but rather by clustering of skills and knowledge to reflect the workplace. This is in keeping with the Defence Training Model and the Higher Level Review of Training Packages produced by ANTA, which stated that *“using competencies as the curriculum represents poor practice in VET”* .
- ***Maximise the use of valuable training time.*** The courses are focussed on meeting the training needs of TCE personnel. Some assessment activities are conducted during the courses, this occurs where the assessments support trainee learning and can be accommodated within the time and resource constraints of the courses. However, a number of assessments are best conducted in the TCE workplace where there is ample opportunity to gather evidence of competence (eg, delivering training and conducting assessments).

- **Provide a set of flexible tools and guidance material for TCEs.** Features of the TMP are:
 - course modules that include suggested learner activities and learner resources within each module learning outcome
 - learning activities (TAAEX1-TAAEX4) with scenarios, templates, worksheets and suggested solutions
 - assessment activities (TAAASSESS1-TAAASSESS14) with material to support the course assessments and a description of each workplace assessment event
 - the Assessment Record Book with a checklist, questions and record sheet for each assessment activity
 - a comprehensive recognition package
 - a learner guide (VET in Defence)
 - a glossary of VET terms
 - the ability to conduct the training in a variety of formats eg, the Instructor and Qualified Assessor courses can be combined and conducted as a five day course (plus the workplace assessments).

TAA40104 Certificate IV in Training and Assessment - Army

To complete the qualification, candidates must achieve the units of competency in Table 1.

Table 1: Army Cert IV TAA40104

Unit Code	Unit Title
TAAENV401B	Work effectively in vocational education and training
TAAENV402B	Foster and promote an inclusive learning culture
TAAENV403B	Ensure a healthy and safe learning environment
TAADES401B	Use Training packages to meet client needs
TAADES402B	Design and develop learning programs
TAADEL301C	Provide training through instruction and demonstration of work skills
TAADEL401B	Plan and organise group-based delivery
TAADEL402B	Facilitate group-based delivery
TAADEL403B	Facilitate individual learning
TAADEL404B	Facilitate work-based learning
TAAASS401C	Plan and organise assessment
TAAASS402C	Assess competence
TAAASS403B	Develop assessment tools
TAAASS404B	Participate in assessment validation

Conversion from BSZ98 to TAA04

Recognition and assessment for the purpose of conversion from BSZ98 to TAA04 will be against full units of competency only. Assessment will *not* be time-based. Existing qualifications may be used to meet part of the evidence for recognition where full equivalency does not apply.

Table 2 indicates the transferable units of competency from the Certificate IV Workplace Training and Assessment (BSZ98) to the Certificate IV Training and Assessment (TAA04).

Table 3 indicates the units of competency from the Certificate IV Workplace Training and Assessment (BSZ98) that may be recognised against the Certificate IV Training and Assessment (TAA04) units of competency where adequate evidence of workplace application is provided:

Table 2: Unit of Competency Equivalents

TAA04 unit of competency	Equivalent BSZ98 unit of competency
TAADEL301C Provide training through instruction and demonstration of work skills	BSZ404A Train Small Groups
TAADEL401B Plan and organise group-based delivery	BSZ406A Plan a Series of Training Sessions
TAADEL402B Facilitate group-based learning	BSZ407A Deliver Training Sessions
TAADES402B Design and develop learning programs	BSZ405A Plan and promote a training program
TAADEL405B Coordinate and facilitate distance-based learning	BSZ407A Deliver training sessions
TAAASS403B Develop assessment tools	BSZ506A Develop assessment procedures and BSZ507A Develop assessment tools
TAAASS401C Plan and organise assessment	BSZ401A Plan assessment
TAAASS402C Assess competence	BSZ402A Conduct assessment

Table 3: Required Additional Evidence

TAA04 unit of competency	BSZ98 unit of competency	Required additional evidence to achieve TAA04 units of competency
TAADEL403B Facilitate individual learning	BSZ404A Train small groups	Completion of BSZ404A and provide evidence of developing and facilitating at least two learning programs for individual learners.
TAADEL404B Facilitate work-based learning	BSZ404A Train small groups and/or BSZ407A Deliver Training Sessions	Completion of BSZ404A and/or BSZ407A and provide evidence of developing at least two work-based pathways, showing: - assessment of training needs (TNA); and - organising and allocating work to reflect training needs.
TAAASS403B Develop assessment tools	BSZ401A Plan assessment	Completion of BSZ401A and provide evidence of application in the workplace.
TAAASS404B Participate in assessment validation	BSZ403A Review assessments	Completion of BSZ403A and provide evidence of application in the workplace.

Recognition for Subject 1 and RMC training

Personnel who have completed Subject 1 (Corporal or Sergeant) or Royal Military College (RMC) General Service Officer (GSO) training have satisfied all the assessment requirements and are eligible for the BSZ98 units of competency as listed in Table 4. Recognition only applies to courses completed during the dates as indicated in the table. At the time of publication the mapping of Subject 1 and RMC training post 2005 to TAA04 units of competency had not been finalised.

Table 4: Subject 1 and RMC training

Course	Dates	BSZ98 unit of competency
Subject 1 for Corporal	1 Jul 99 to 24 Nov 05	BSZ404A Train small groups BSZ407A Deliver training sessions
Subject 1 for Sergeant	1 Jul 99 to 24 Nov 05	BSZ405A Plan and promote a training program BSZ406A Plan a series of training sessions
RMC GSO	22 Oct 03 to 24 Nov 05	BSZ404A Train small groups BSZ405A Plan and promote a training program BSZ406A Plan a series of training sessions BSZ407A Deliver training sessions

Instructions to trainers and assessors

Learners can complete the program by assessment only or by completing the courses and the required workplace assessments. To complete the program by assessment only, learners must complete all course assessments and workplace assessments detailed in Table 5.

There is no mandated sequence for the courses, but it is recommended that learners complete the Instructor Course before attending the Qualified Assessor Course or the Training Supervisor Course. If there is a requirement to train assessors only, then the VET in Defence skill set (from the Instructor Course) should be included in the assessor training. As the Training Supervisor Course addresses the design of training, it requires completion of the Instructor and Qualified Assessor Courses as prerequisites.

During the courses, learners will be asked to complete learning activities and competency assessments (refer to Table 5). The trainer will complete the relevant checklist for the assessments in the Assessment Record Book. To meet the evidence requirements for the units of competency, learners must also be observed and questioned in the workplace (or simulated workplace) for all activities in the Workplace Assessments column of Table 5. These are also recorded in the observation checklists in the Assessment Record Book.

The courses have been designed to provide the underpinning knowledge and skills required to meet the units of competency in the Army Certificate IV. They are also highly recommended as professional development for personnel who hold earlier qualifications in training and assessment, or other areas of education and for personnel involved in training development, design or management.

The training plan for courses in the Army Certificate IV in Training and Assessment is shown in Table 5.

It is recommended that instructors and course managers familiarise themselves with the relevant units of competency from the Training Package (TAA04) and the requirements of instructors and assessors (refer to the Assessment Guidelines section of the Training Package, *TAA Assessors – Requirements and Responsibilities* and *Advice to TAA Assessors*).

Assessment plan

The assessment plan, summarised at Table 5, lists all of the requirements for the conduct of assessment on the Army Certificate IV Training and Assessment. All assessors and trainees are to have access to this document from the commencement of training.

The TAA40104 Certificate IV in Training and Assessment-Army will be assessed via three assessment pathway options, these being:

- training and assessment;
- assessment only; and
- recognition

To enable a manageable assessment schedule, competency assessments have been structured to take place in both training courses and the workplace. Where required, workplace assessment can be conducted using a simulated workplace environment.

TMP management and review

The TAA40104 Certificate IV in Training and Assessment-Army TMP is available to approved training organisations only, in electronic and written form. Once printed, the copy is uncontrolled.

Training organisations are to direct feedback obtained through training evaluation to the RTO Section, Plans Branch, HQTC-A, Building 111, Victoria Barracks, PADDINGTON, NSW, 2021.

Table 5: Skill sets, units of competency and assessment events for the TAA40104 Certificate IV in Training and Assessment -Army

Skill Sets	Competency Units	Learning Activities	Course Assessments	Workplace Assessments
VET in Defence	TAAENV401B TAAENV402B TAAENV403B	Worksheets Access the NTIS	Completion of separate assessment activities for each unit of competency	Nil
Prepare and Deliver Training	TAADEL301C TAADEL401B TAADEL402B TAADEL403B TAADEL404B	Worksheets Prepare work-based training Review and redevelop an electronic training aid	Develop a lesson plan and training aid Deliver a micro (20 min) lesson	Prepare and conduct two consecutive group training sessions Conduct two individual training sessions Prepare two work-based training programs
Assess Training	TAAASS401C TAAASS402C TAAASS404B	Plan, conduct and validate assessment Plan an assessment	Plan and conduct recognition for a unit of competency Participate in assessment validation for a unit of competency	Plan and conduct an observation - based assessment requiring reasonable adjustment Participate in an assessment validation
Design Training	TAADES401B TAADES402B TAAASS403B	Case study	Design training and two assessment tools from a unit of competency Develop training and an assessment tool from a course module	Nil