

## Training Package Details

<b>Training Package Code:</b>	TAE10
<b>Training Package Name:</b>	Training and Education
<b>First Published:</b>	
<b>AEShareNet Code:</b>	FfE
<b>Print Version Number:</b>	
<b>Endorsed Date:</b>	
<b>Copyright Year:</b>	2010
<b>Training Package Review Date:</b>	
<b>ISC Name:</b>	Innovation and Business Skills Australia
<b>ISC Website URL:</b>	<a href="http://www.ibsa.org.au/">http://www.ibsa.org.au/</a>

<b>Training Package Volume Number</b>	<b>Training Package Volume Name</b>
1	Training and Education Training Package

<b>Training Package Volume Number</b>	<b>Training Package Volume Statement</b>

<b>Training Package Volume Number</b>	<b>Training Package Volume Description</b>
1	This is Volume 1 of TAE10 Training and Education Training Package endorsed components. As such it provides the introduction to the Training Package, including the Assessment Guidelines and the Qualification Framework. It should not be used in isolation; users will need to ensure they have the relevant volume or volumes for the particular industry sector containing the endorsed units of competency.

<b>Training Package Volume Number</b>	<b>ISBN Number</b>
1	

## Version Modification History

<b>Version</b>	<b>Release Date</b>	<b>Comments</b>
1		Primary release. Released as a companion volume to TAA04 Training and Assessment Training Package, which has been retained for the purposes of maintaining TAA50104 Diploma of Training and Assessment, while it undergoes review.

**History**

TAE10 Training and Education Training Package is a revision of TAA04 Training and Assessment Training Package, which was itself a revision of BSZ98 Assessment and Workplace Training Training Package.

This Training Package represents the qualifications environment for training and education in the vocational education and training (VET) environment, and reflects a growing appreciation of the wider context for VET trainers and educators.

In particular, placing an emphasis on the wider educational aspects of VET education is identified as a key element in raising standards in the sector, as well as providing a basis for individuals to develop a wider career perspective. The introduction of additional components that place training and education qualifications within a business perspective is seen as being a logical extension for this training package for the future.

The essential building blocks for the TAE10 Training Package are TAE40110 Certificate IV in Training and Assessment and TAA50104 Diploma of Training and Assessment. As in TAA04, language, literacy and numeracy form an integral component of the Training Package, in this instance through the newly endorsed TAE70110 Vocational Graduate Certificate in Adult Language, Literacy and Numeracy Practice, and TAE80110 Vocational Graduate Diploma of Adult Language, Literacy and Numeracy Leadership.

In addition, and to reflect a more holistic approach to the qualification suite for VET trainers and educators, four qualifications are being relocated from BSB07 Business Services Training Package that focus on education services and management. These are:

- TAE50310 Diploma of International Education Services (formerly BSB50907)
- TAE70210 Vocational Graduate Certificate in Management (Learning) (formerly BSB70108)
- TAE70310 Vocational Graduate Certificate in International Education Services (formerly BSB70207)
- TAE80210 Vocational Graduate Diploma of Management (Learning) (formerly BSB80108).

TAE10 Training and Education Training Package does not yet contain TAA50104 Diploma of Training and Assessment, as this qualification is scheduled for review during 2010. Migration to TAE10 would involve substantial recoding of units and qualifications, creating unacceptable levels of administration for States, Territories and registered training organisations (RTOs). As a consequence, and in consultation with colleagues from States and Territories, it has been agreed that TAE10 and TAA04 will co-exist as companion volumes, until the review of the Diploma is complete.

**Mapping to Previous Training Package****Changes to the Training Package with this release**

TAE10 Training and Education Training Package represents an evolution, much like that which occurred with the update of TAA04 from BSZ98. TAE10, in conjunction with TAA50104 Diploma of Training and Assessment contained in the companion TAA04 Training and Assessment Training Package, now represents a framework of qualifications catering for those who operate across the breadth of the professional levels of VET.

Certificate IV in Training and Assessment has been reviewed and the revised qualification TAE40110 contains changes that reflect improvements as a consequence of the extensive delivery over the past six years, consideration of current best practice, and editing of content intended to place the units into an appropriate context.

Two new qualifications at the vocational graduate level have been introduced to the package in language, literacy and numeracy reflecting the need for professional development in this area.

Four qualifications have been relocated from BSB07 Business Services Training Package, that focus on management (learning) and international education services. TAE10 Training and Education Training Package is considered to be a more appropriate location for these qualifications and their presence represents a logical complement to the career pathways for professional career development in VET.

**Changes to the qualifications**

The only qualification to change significantly in this Training Package is TAE40110 Certificate IV in Training and Assessment. This has seen a number of changes reflecting stakeholder and user feedback on the structure and unit design of the previous TAA40104 qualification. In particular, the group of 'learning environment' units has been removed from the suite with the relevant elements, range statements, required skills and knowledge, and critical aspects of evidence included into a number of the other units in TAE40110.

The units TAADEL401B Plan and organise group-based delivery and TAADEL402B Facilitate group-based learning have been consolidated into a single, more coherent unit reflecting the underlying intent of both these units: TAEDEL401A Plan, organise and deliver group-based learning. Similarly, TAADEL403B Facilitate individual learning and TAADEL404B Facilitate work-based learning have been merged to become TAEDEL402A Plan, organise and facilitate learning in the workplace. Both TAEDEL401A and TAEDEL402A are core units in TAE40110 Certificate IV in Training and Assessment, and address a range of issues around the skills required to deliver training and assessment in a range of contexts to a range of audiences – from workplaces to classrooms, one-on-one facilitation to large group delivery.

TAAASS401C Plan and organise assessment has been enhanced and is now represented by TAEASS401A Plan assessment activities and processes, which includes in particular developing simple assessment tools.

TAAASS403B Develop assessment tools has been enhanced and added to the Diploma and has also been made available as an elective in TAE40110 as TAEASS502A Design and develop assessment tools. Distinction has been made between assessment tools and instruments to make the differences clearer. It is seen to be a better fit at diploma level.

<b>Mapping to Previous Training Package</b>			
<b>1. Mapping of qualifications</b>			
<b>Code and title of TAE10 qualification</b>	<b>Code and title of related TAA04 qualification</b>	<b>Comments in relation to previous version of this Training Package</b>	
TAE40110 Certificate IV in Training and Assessment	TAA40104 Certificate IV in Training and Assessment	Revised qualification – outcomes deemed as equivalent to TAA40104	
TAE50310 Diploma of International Education Services	BSB50907 Diploma of International Education Services	Same qualification – relocated from BSB07	
TAE70110 Vocational Graduate Certificate in Adult Language, Literacy and Numeracy Practice		New qualification	
TAE70210 Vocational Graduate Certificate in Management (Learning)	BSB70108 Vocational Graduate Certificate in Management (Learning)	Same qualification – relocated from BSB07	
TAE70310 Vocational Graduate Certificate in International Education Services	BSB70207 Vocational Graduate Certificate in International Education Services	Same qualification – relocated from BSB07	
TAE80110 Vocational Graduate Diploma of Adult Language, Literacy and Numeracy Leadership		New qualification	
TAE80210 Vocational Graduate Diploma of Management (Learning)	BSB80108 Vocational Graduate Diploma of Management (Learning)	Same qualification – relocated from BSB07	
<b>2. Mapping of native units of competency</b>			
<b>Code and title of TAE10 unit</b>	<b>Code and title of related TAA04 unit(s)</b>	<b>Equivalent</b>	<b>Comments in relation to previous version of this Training Package</b>
<b>Package-specific units</b>			
TAEASS301A Contribute to assessment	TAAASS301C Contribute to assessment	E	Re-written unit
TAEASS401A Plan assessment activities and processes	TAAASS401C Plan and organise assessment	N	Unit enhanced to include a new element on developing simple assessment tools
TAEASS402A Assess competence	TAAASS402C Assess competence	E	Re-written unit
TAEASS403A Participate in assessment validation	TAAASS404B Participate in assessment validation	E	Re-written unit

<b>Mapping to Previous Training Package</b>			
TAEASS502A Design and develop assessment tools	TAAASS403B Develop assessment tools	N	Unit enhanced to make the distinction between tools and instruments clearer – provides a better fit at diploma level
TAEDEL301A Provide work skill instruction	TAADEL301C Provide training through instruction and demonstration of work skills	E	Re-written unit
TAEDEL401A Plan, organise and deliver group-based learning	TAADEL401B Plan and organise group-based delivery  TAADEL402B Facilitate group-based learning	E	Units merged and content re-written
TAEDEL402A Plan, organise and facilitate learning in the workplace	TAADEL403B Facilitate individual learning  TAADEL404B Facilitate work-based learning	E	Units merged and content re-written
TAEDEL403A Coordinate and facilitate distance-based learning	TAADEL405B Coordinate and facilitate distance-based learning	E	Re-written unit
TAEDEL404A Mentor in the workplace	Nil		New unit – no equivalent in TAA04
TAEDEL501A Facilitate e-learning	TAADEL501B Facilitate e-learning	E	Re-written unit
TAEDES401A Design and develop learning programs	TAADES402B Design and develop learning programs	N	Rewritten unit – incorporates some elements of ENV units
TAEDES402A Use training packages and accredited courses to meet client needs	TAADES401B Use Training Packages to meet client needs	N	Rewritten unit – incorporates some elements of ENV units
TAEEDU401A Coordinate provision of pastoral care services to international students	Nil	E	Same as BSBEDU401A – unit associated with the relocation of BSB07 qualifications
TAEEDU501A Facilitate international education compliance	Nil	E	Same as BSBEDU501A – unit associated with the relocation of BSB07 qualifications
TAEEDU502A Manage international education issues and incidents	Nil	E	Same as BSBEDU502A – unit associated with the relocation of BSB07 qualifications
TAEEDU503A Manage international student	Nil	E	Same as BSBEDU503A – unit

<b>Mapping to Previous Training Package</b>			
recruitment and selection			associated with the relocation of BSB07 qualifications
TAEEDU504A Manage international education and training processes	Nil	E	Same as BSBEDU504A – unit associated with the relocation of BSB07 qualifications
TAEEDU505A Manage international client accommodation services	Nil	E	Same as BSBEDU505A – unit associated with the relocation of BSB07 qualifications
TAEEDU506A Facilitate international education events and programs	Nil	E	Same as BSBEDU506A – unit associated with the relocation of BSB07 qualifications
TAEEDU507A Manage transnational offshore education programs	Nil	E	Same as BSBEDU507A – unit associated with the relocation of BSB07 qualifications
TAEEDU508A Manage international education financial and administrative processes	Nil	E	Same as BSBEDU508A – unit associated with the relocation of BSB07 qualifications
TAEEDU509A Use information to enhance international education work role performance	Nil	E	Same as BSBEDU509A – unit associated with the relocation of BSB07 qualifications
TAEEDU701A Investigate current trends in internationalisation of education	Nil	E	Same as BSBEDU701A – unit associated with the relocation of BSB07 qualifications
TAEEDU702A Develop international onshore education programs and projects	Nil	E	Same as BSBEDU702A – unit associated with the relocation of BSB07 qualifications
TAEEDU703A Establish transnational offshore education initiatives	Nil	E	Same as BSBEDU703A – unit associated with the relocation of BSB07 qualifications
TAEEDU704A Conduct applied international education research	Nil	E	Same as BSBEDU704A – unit associated with the relocation of BSB07 qualifications

<b>Mapping to Previous Training Package</b>			
TAELED703A Implement improved learning practice	Nil	E	Same as BSBLED703A – unit associated with the relocation of BSB07 qualifications
TAELED704A Review enterprise e-learning systems and solutions implementation	Nil	E	Same as BSBLED704A – unit associated with the relocation of BSB07 qualifications
TAELLN401A Address adult language, literacy and numeracy skills	TAALLN401B Address language, literacy and numeracy issues within learning and assessment practice	E	Re-written unit
TAELLN501A Support the development of adult language, literacy and numeracy skills	Nil		New unit – no equivalent in TAA04
TAELLN701A Analyse and apply adult literacy teaching practices	Nil		New unit – no equivalent in TAA04
TAELLN702A Analyse and apply adult numeracy teaching practices	Nil		New unit – no equivalent in TAA04
TAELLN703A Develop English language skills of adult learners	Nil		New unit – no equivalent in TAA04
TAELLN704A Implement and evaluate delivery of adult language, literacy and numeracy skills	Nil		New unit – no equivalent in TAA04
TAELLN705A Design and conduct pre-training assessment of adult language, literacy and numeracy skills	Nil		New unit – no equivalent in TAA04
TAELLN706A Lead the delivery of adult language, literacy and numeracy support services	Nil		New unit – no equivalent in TAA04
TAELLN801A Analyse policy and formulate strategic language, literacy and numeracy response	Nil		New unit – no equivalent in TAA04
TAELLN802A Research and implement new adult language, literacy and numeracy practices	Nil		New unit – no equivalent in TAA04

<b>Mapping to Previous Training Package</b>			
TAELLN803A Formulate workplace strategy for adult language, literacy and numeracy skill development	Nil		New unit – no equivalent in TAA04
TAELLN804A Design programs to develop adult language, literacy and numeracy skills	Nil		New unit – no equivalent in TAA04
TAELLN805A Formulate strategy for adult language, literacy and numeracy skill development in a community program	Nil		New unit – no equivalent in TAA04
TAELLN806A Initiate, develop and evaluate adult language, literacy and numeracy resources	Nil		New unit – no equivalent in TAA04
TAELLN807A Design, implement and evaluate an adult language, literacy and numeracy professional development program	Nil		New unit – no equivalent in TAA04
TAESUS501A Analyse and apply sustainability skills to learning programs	Nil		New unit – no equivalent in TAA04
TAETAS401A Maintain training and assessment information	TAATAS401B Maintain information requirements of training and/or assessment organisations	E	Re-written unit
TAETAS501A Undertake organisational training needs analysis	Nil	E	Same as TAATAS501B – unit associated with the relocation of BSB07 qualifications
Nil	TAAENV401B Work effectively in vocational education and training		Unit deleted and relevant content included in TAEDES401A and TAEDES402A
Nil	TAAENV402B Foster and promote an inclusive learning culture		Unit deleted and relevant content included in TAEDES401A and TAEDES402A
Nil	TAAENV403B Ensure a healthy and safe learning environment		Unit deleted and relevant content included in TAEDES401A and TAEDES402A

<b>Mapping to Previous Training Package</b>			
Nil	TAAENV404B Develop innovative ideas at work		Unit deleted
<b>3. Mapping of imported units</b>			
BSBAUD402B Participate in a quality audit	BSBAUD402B Participate in a quality audit	E	Same unit
BSBCMM401A Make a presentation	BSBCMM401A Make a presentation	E	Same unit
BSBCOM501B Identify and interpret compliance requirements	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBCUS501A Manage quality customer service	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBDIV701A Develop cross cultural communication and negotiation strategies	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBFIM501A Manage budgets and financial plans	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBFIM701A Manage financial resources	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBHRM505A Manage remuneration and employee benefits	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBIND302A Work effectively in the international education services industry	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBINM501A Manage an information or knowledge management system	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBINN501A Establish systems that support innovation	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBINN502A Build and sustain an innovative work environment	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBINN601A Manage organisational change	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBINN801A Lead innovative thinking and practice	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBITB701A Implement advanced	Nil	E	Unit associated with the relocation of

<b>Mapping to Previous Training Package</b>			
electronic technologies			BSB07 qualifications
BSBLED401A Develop teams and individuals	BSBLED401A Develop teams and individuals	E	Same unit
BSBLED501A Develop a workplace learning environment	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBLED701A Lead personal and strategic transformation	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBLED702A Lead learning strategy implementation	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBLED705A Plan and implement a mentoring program	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBLED706A Plan and implement a coaching strategy	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBLED707A Establish career development services	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBLED708A Conduct a career development session	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBLED709A Identify and communicate trends in career development	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBLED710A Develop human capital	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBMGT502B Manage people performance	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBMGT516A Facilitate continuous improvement	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBMGT616A Develop and implement strategic plans	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBMKG413A Promote products and services	BSBMKG413A Promote products and services	E	Same unit
BSBMKG513A Promote products and services to international markets	Nil	E	Unit associated with the relocation of BSB07 qualifications

<b>Mapping to Previous Training Package</b>			
BSBMKG516A Profile international markets	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBOHS509A Ensure a safe workplace	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBPMG510A Manage projects	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBPMG609A Direct procurement and contracting for a project program	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBREL402A Build client relationships and business networks	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBREL501A Build international client relationships	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBREL502A Build international business networks	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBREL701A Develop and cultivate collaborative partnerships and relationships	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBRES401A Analyse and present research information	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBRES801A Initiate and lead applied research	Nil	E	Unit associated with the relocation of BSB07 qualifications
BSBWOR401A Establish effective workplace relationships	Nil	E	Unit associated with the relocation of BSB07 qualifications
CHCCS405A Work effectively with culturally diverse clients and co workers	Nil	E	Unit associated with the relocation of BSB07 qualifications
CHCORG14B Manage a service organisation	Nil	E	Unit associated with the relocation of BSB07 qualifications
PSPHR616A Manage performance management system	Nil	E	Unit associated with the relocation of BSB07 qualifications
PSPMNGT614A Facilitate knowledge management	Nil	E	Unit associated with the relocation of BSB07 qualifications
TAAASS501B Lead and coordinate	TAAASS501B Lead and coordinate	E	Same unit

<b>Mapping to Previous Training Package</b>			
assessment systems and services	assessment systems and services		
TAADES502B Design and develop learning resources	TAADES502B Design and develop learning resources	E	Same unit

**Historical and general information**

TAE10 Training and Education Training Package represents part of the continuing cycle of quality improvement in Training Packages. In its current structure, the training package represents a step-change approach to the scope and focus of the training package, reflecting the place of training and assessment in the wider education landscape and in the context of career pathways that recognise a professional management structure, as well as the increasing importance of the export market to VET as a business.

**The developed TAE10 Training and Education Training Package**

The Industry Skills Council (ISC) Innovation and Business Skills Australia (IBSA) developed the TAE10 Training and Education Training Package. The broad intention of the ISC is to meet the competency development needs of individuals and organisations providing education, training and assessment services within the VET sector. This encompasses those working in the VET sector as well as teachers in the schools sector and lecturers in higher education who have a need or requirement to deliver VET-related programs.

The VET sector is responsible for developing the competence of individuals in areas of work required by industry, enterprises and organisations as well as providing general education for the community. It includes VET undertaken in industries, enterprises, government agencies, and community and school settings. The sector encompasses both recognised training leading to a qualification or Statement of Attainment under the AQF; and non-recognised training, such as in-house, or product-based training.

TAE10 Training and Education Training Package reflects the views of the wider community, and responds to the escalating needs of the economy for a highly skilled workforce, as well as recognising that VET has, and has had for some considerable time, a wider remit than training. Additionally, many teachers in the schools sector particularly and higher education, are increasingly accessing the skills required in the VET sector. A broader conceptual basis reflecting the training and education continuum is seen as increasingly important in bridging the interface between these differing elements of the wider education environment.

The project was undertaken under the guidance of a national Project Reference Group, comprising key stakeholders.

**Key features of TAE10 Training and Education Training Package**

In developing TAE10 Training and Education Training Package a number of key elements have been achieved:

- consolidation of various elements of VET career pathways
- introduction of graduate programs in language, literacy and numeracy
- implementation of an updated Certificate IV in Training and Assessment.

***Consolidation of various elements of VET career pathways***

Careers in VET have long included pathways into supervision and management that have been accommodated by a variety of qualifications and accredited courses. With the development of BSB07 Business Services Training Package, specific qualifications were provided that reflect the identified skills of supervisors and managers in the VET sector. While in the past these qualifications have resided in BSB07, for the purposes of coherence, the decision was made to relocate them to TAE10. These qualifications are:

- BSB70108 Vocational Graduate Certificate in Management (Learning) - now TAE70210
- BSB80108 Vocational Graduate Diploma of Management (Learning) - now TAE80210.

In addition, the export market has become an increasingly important aspect of VET provision in Australia, representing a significant component of institutional activity for many organisations.

**Historical and general information**

The provision of a high quality program for developing the skills of individuals operating in this area was also identified as a requirement within the context of BSB07. Once again, for the purposes of coherence, a decision was made that these qualifications would more appropriately reside in TAE10. These are:

- BSB50907 Diploma of International Education Services - now TAE50310
- BSB70207 Vocational Graduate Certificate in International Education Services - now TAE70310.

***Introduction of vocational graduate programs in language, literacy and numeracy***

The importance of language, literacy and numeracy as a focus area for development has been well understood in the VET sector for some time. This has typically been addressed through a specific unit of competency attached to qualifications, and in some jurisdictions through accredited courses.

As this area becomes increasingly recognised as important across the education and training environment, the need for a more comprehensive response has emerged. As a consequence, two new vocational graduate qualifications have been developed and are included in this Training Package:

- TAE70110 Vocational Graduate Certificate in Adult Language, Literacy and Numeracy Practice
- TAE80110 Vocational Graduate Diploma of Adult Language, Literacy and Numeracy Leadership.

***Implementation of an updated Certificate IV in Training and Assessment***

TAA40104 Certificate IV Training and Assessment was very well received throughout the VET sector as a benchmark qualification for those delivering education and training both in the VET sector and in the wider education community where VET-related programs are delivered. The qualification has been in operation for some five years, and given the importance of the qualification for the sector, a review was necessary and timely. Colleagues from around the country have contributed to a robust critique of the existing qualification, which has resulted in an updated qualification, TAE40110, reflecting the broad requirements of the constituency.

**Introduction to the industry**

The wider education sector in Australia includes pre-school, school, VET and higher education. The VET sector includes both state-owned TAFE institutes and privately owned RTOs, excluding the Northern Territory which does not have a TAFE component. VET teachers and lecturers generally must hold an Australian Qualifications Framework (AQF) qualification that includes assessment and delivery competencies in the Certificate IV in Training and Assessment.

While a significant proportion of VET acquired skills covered by this Training Package are used in the VET component of education, they are also used in other areas, such as higher education and schools. In addition, there are also a significant number of workplace assessors and qualified trainers spread throughout industry.

With the introduction of qualifications focused on language, literacy and numeracy, it is expected that greater scope exists for provision to increasingly serve the needs of those in the schools sector to develop specific sets of skills that bridge the school and VET environments.

The migration of qualifications from BSB07 Business Services Training Package associated with learning management and international education services establishes the basis for career pathways in education and training. These twin pathways reflect the growing business professionalism in the wider VET environment and in particular the importance of the export

**Introduction to the industry**

market to the sector as a whole.

The challenges for education that workforce demands pose come at a time when the importance of the education sector to Australia's future prosperity is extremely high. Higher-level skills are increasingly required by industry; and VET plays an important role in providing opportunities to people who otherwise would not be engaged in education and training. The skill, capability and capacity of the VET sector to deliver high quality provision and to adapt to changing needs in the economy will increase as the competitive demand in the economy grows.

The IBSA Environmental Scan (2009) identified the following growth in job roles for the sector that have specific relevance for this training package:

- training and development professional
- workplace assessor
- training centre manager
- vocational education teacher
- career counsellor
- curriculum advisory teacher e-learning
- education adviser and reviewer
- teacher of English as a second language
- trade trainer.

**Industry requirements for employability skills**

IBSA has used the Generic Employability Skills Framework for IBSA Training Packages to further identify facets of employability skills that describe industry occupations for each IBSA training package qualification.

These facets were used to create an Employability Skills Summary for each qualification as an example of how facets would apply to one specific job role covered by the qualification. The content making up the Employability Skills Summary for each qualification was developed directly from the units of competency to ensure that the language and essence of the job role were appropriately reflected.

From the Employability Skills Summary, trainers and assessors can work out how facets of employability skills would apply to other job roles relevant to the particular qualification they are using.

Employability Skills Summary tables follow the packaging rules for the individual qualifications in TAE10.

**Competency standards - industry contextualisation**

As indicated elsewhere in this volume of the Training Package, RTOs may contextualise units of competency imported from other training packages to reflect outcomes relevant to training and education for the VET sector. Many units from BSB07 Business Services Training Package have been imported into the learning management qualifications to support those units which address specific aspects of doing business in the VET sector.

Using 'BSBCUS501A Manage quality customer service' as an example, RTOs could add VET specific examples of customers relevant to the VET sector e.g. enterprises. The list of 'resources' could be extended to include education materials, lesson plans, etc.

**Competency standards - industry contextualisation****Units of competency not packaged against a qualification**

Generally each unit of competency within a Training Package is packaged to one or more AQF qualifications. In special circumstances units of competency may be endorsed that are not packaged to an AQF qualification. The TAE10 Training and Education Training Package contains one unit in this category – TAESUS501A Analyse and apply sustainability skills to learning programs.

This unit has been developed in response to an identified need associated with the National Green Skills Agreement made by the Council of Australian Governments (COAG) in December 2009. Among other things, commitment was made to 'up-skill VET instructors and teachers to deliver sustainability skills'.

TAESUS501A describes the performance outcomes, skills and knowledge required to identify explicit and embedded sustainability skills within training packages and accredited courses and apply requirements to learning programs associated with the development of competence. It has a clear vocational workplace outcome. The unit was developed as an elective for the Diploma of Training and Assessment as well as the core component of a skill set for sustainable practice. This later component is specifically designed to underpin a professional development program for the VET workforce.

The unit appears in this training package primarily because it is considered imperative that both the skill set and the unit be identified with the newly developed TAE10 Training and Education Training Package. It will also appear in the companion TAA04 Training Package as an elective in the Diploma in Training and Assessment, coded as TAESUS501A. Both these will migrate into this training package once the review of TAA50104 Diploma of Training and Assessment has concluded.

<b>Examples from this Training Package of employability skills embedded in unit components</b>	
<b>Unit component</b>	<b>Example of embedded employability skill</b>
<b>Unit title</b>	Plan, organise and deliver group-based learning (planning and organising, communication)
<b>Unit descriptor</b>	This unit describes the performance outcomes, skills and knowledge required to plan, organise and deliver training for individuals within a group. (self-management, planning and organising)
<b>Element</b>	Prepare session plans. (self-management, planning and organising)
<b>Performance criteria</b>	Manage inappropriate behaviour to ensure learning can take place. (problem solving)
<b>Range statement</b>	Session plans may include plan of delivery methods and learning activities to be used within the session. (technology)
<b>Required skills and knowledge</b>	<p>Group facilitation skills to ensure that:</p> <ul style="list-style-type: none"> <li>• every individual has an opportunity for participation and input</li> <li>• group cohesion is maintained</li> <li>• behaviour that puts others at risk is observed, interpreted and addressed</li> <li>• discussion and group interaction are enhanced (teamwork)</li> </ul> <p>Oral communication and language skills to motivate learners to transfer skills and knowledge. (communication)</p>
<b>Evidence guide</b>	<p>Candidates must demonstrate that they can prepare and deliver group-based learning. (teamwork)</p> <p>The candidate must demonstrate this through evidence of the preparation of at least two sessions. (planning and organising)</p>

### **Qualification Pathways**

TAE10 does not mandate particular pathways for the qualifications provided. Entry points and progression rely heavily on the background, experience and qualifications currently held by the learner. Choices in the individual qualification routes associated with language, literacy and numeracy, management or international education services will depend on the preferences and needs of the learner.

The following pathway charts are provided to show the types of pathways into and from qualifications that are possible with this Training Package. For more information about qualifications and pathways contact Innovation and Business Skills Australia.

#### **TAE10 Training and Education Training Package - qualification pathways**

**Qualification Pathways**

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**Skill Sets in this training package****Assessor Skill Set**

Target Group	Individuals wishing to obtain the assessment competencies to assess according to AQTF requirements.
Units	TAEASS401A Plan assessment activities and processes TAEASS402A Assess competence TAEASS403A Participate in assessment validation
Pathway	The TAEASS units provide credit towards TAE40110 Certificate IV in Training and Education.
Suggested form of words for Statement of Attainment	These units from TAE10 Training and Education Training Package when used with relevant vocational competencies, meet industry requirements for assessors.

**Enterprise trainer Skill Set**

Target Group	Individuals who train others within a workplace. The training may be accredited or non-accredited. The role may involve some coaching at individual or small group level.
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<b>Skill Sets in this training package</b>	
Units	TAEDEL301A Provide work skill instruction BSBCMM401A Make a presentation
Pathway	These units are elective units and provide credit towards TAE40110 Certificate IV in Training and Assessment.
Suggested form of words for Statement of Attainment	These units meet industry requirements for enterprise trainers.
<b>Enterprise trainer and assessor Skill Set</b>	
Target Group	Enterprise trainers and assessors working in an enterprise registered training organisation (RTO) or in an enterprise that works together with an RTO in an auspicing arrangement. These people deliver and assess nationally endorsed units or qualifications.
Units	TAEASS401A Plan assessment activities and processes TAEASS402A Assess competence TAEASS403A Participate in assessment validation TAEDEL301A Provide work skill instruction
Pathway	These units provide credit towards TAE40110 Certificate IV in Training and Education.
Suggested form of words for Statement of Attainment	These units from TAE10 Training and Education Training Package meet industry requirements for enterprise trainers and assessors.
<b>Sustainable practice Skill Set</b>	
Target Group	All trainers and assessors. In the first instance those who have a specific role in delivering green skills or who train and assess in sectors where green skills development is identified as a priority.
Units	TAESUS501A Analyse and apply sustainability skills to learning programs
Pathway	This unit is an elective unit and provides credit towards the TAA50110 Diploma of Training and Assessment.
Suggested form of words for Statement of Attainment	This unit from TAE10 Training and Education Training Package meets industry requirements for those engaged in developing green skills in the VET sector.
<b>Workplace supervisor</b>	
Target Group	Supervisors and managers involved in developing the skills of their team. In particular these competencies are identified as essential skills for those engaged in supervising apprentices.
Units	TAEASS301A Contribute to assessment TAEDEL301A Provide work skill instruction

<b>Skill Sets in this training package</b>	
	TAEDEL404A Mentor in the workplace
Pathway	These units provide credit towards TAE40110 Certificate IV in Training and Assessment.
Suggested form of words for Statement of Attainment	These units from TAE10 Training and Education Training Package meet industry requirements for mentoring apprentices and trainees.

### List of AQF qualifications

<b>Qualification code</b>	<b>Title</b>
TAE40110	Certificate IV in Training and Assessment
TAE50310	Diploma of International Education Services
TAE70110	Vocational Graduate Certificate in Adult Language, Literacy and Numeracy Practice
TAE70210	Vocational Graduate Certificate in Management (Learning)
TAE70310	Vocational Graduate Certificate in International Education Services
TAE80110	Vocational Graduate Diploma of Adult Language, Literacy and Numeracy Leadership
TAE80210	Vocational Graduate Diploma of Management (Learning)

### Whole of industry qualification information

In broad terms, the qualifications presented in TAE10 Training and Education Training Package reflect the view that training delivered in the VET environment is in fact a component of the wider educational delivery footprint.

In addition, while the market for qualifications in the training package versions that preceded this Training Package tended towards delivery in a workplace context, the evolution of the package reflects recognition that the delivery of training and education in a VET context requires wider and more diverse skills, knowledge and competence. In conjunction with this, is the growing understanding that career pathways in the VET sector also involve management and leadership as well as market development, and in particular for Australian enterprises, the export market.

A particular issue with TAE40110 Certificate IV Training and Assessment is the target market for this qualification. While there are many applications where Certificate IV qualifications can be identified as being fit-for-purpose for a wide client base, this qualification assumes that the learner is engaged in a training and education environment or has a vocational skill at a level that supports training and education in the subject area in which it is intended to teach.

**List of ALL Units within Training Package**

<b>Code</b>	<b>Name</b>
<b>Assessment</b>	
TAEASS301A	Contribute to assessment
TAEASS401A	Plan assessment activities and processes
TAEASS402A	Assess competence
TAEASS403A	Participate in assessment validation
TAEASS502A	Design and develop assessment tools
<b>Delivery and facilitation</b>	
TAEDEL301A	Provide work skill instruction
TAEDEL401A	Plan, organise and deliver group-based learning
TAEDEL402A	Plan, organise and facilitate learning in the workplace
TAEDEL403A	Coordinate and facilitate distance-based learning
TAEDEL404A	Mentor in the workplace
TAEDEL501A	Facilitate e learning
<b>Educational administration</b>	
TAEEDU401A	Coordinate provision of pastoral care services to international students
TAEEDU501A	Facilitate international education compliance
TAEEDU502A	Manage international education issues and incidents
TAEEDU503A	Manage international student recruitment and selection
TAEEDU504A	Manage international education and training processes
TAEEDU505A	Manage international client accommodation services
TAEEDU506A	Facilitate international education events and programs
TAEEDU507A	Manage transnational offshore education programs
TAEEDU508A	Manage international education financial and administrative processes
TAEEDU509A	Use information to enhance international education work role performance
TAEEDU701A	Investigate current trends in internationalisation of education
TAEEDU702A	Develop international onshore education programs and projects
TAEEDU703A	Establish transnational offshore education initiatives
TAEEDU704A	Conduct applied international education research
<b>Learning design</b>	
TAEDES401A	Design and develop learning programs
TAEDES402A	Use training packages and accredited courses to meet client needs
<b>Learning and development</b>	
TAELED703A	Implement improved learning practice
TAELED704A	Review enterprise e-learning systems and solutions implementation
<b>Language, literacy and numeracy practice</b>	
TAELLN401A	Address adult language, literacy and numeracy skills
TAELLN501A	Support the development of adult language, literacy and numeracy skills
TAELLN701A	Analyse and apply adult literacy teaching practices
TAELLN702A	Analyse and apply adult numeracy teaching practices
TAELLN703A	Develop English language skills of adult learners
TAELLN704A	Implement and evaluate delivery of adult language, literacy and numeracy skills
TAELLN705A	Design and conduct pre-training assessment of adult language, literacy and numeracy skills
TAELLN706A	Lead the delivery of adult language, literacy and numeracy support services

TAELLN801A	Analyse policy and formulate strategic language, literacy and numeracy response
TAELLN802A	Research and implement new adult language, literacy and numeracy practices
TAELLN803A	Formulate workplace strategy for adult language, literacy and numeracy skill development
TAELLN804A	Design programs to develop adult language, literacy and numeracy skills
TAELLN805A	Formulate strategy for adult language, literacy and numeracy skill development in a community program
TAELLN806A	Initiate, develop and evaluate adult language, literacy and numeracy resources
TAELLN807A	Design, implement and evaluate an adult language, literacy and numeracy professional development program
<b>Sustainable practice</b>	
TAESUS501A	Analyse and apply sustainability skills to learning programs
<b>Training advisory services</b>	
TAETAS401A	Maintain training and assessment information
TAETAS501A	Undertake organisational training needs analysis
<b>Imported Units</b>	
<b>Assessment</b>	
TAAASS501B	Lead and coordinate assessment systems and services
<b>Quality auditing</b>	
BSBAUD402B	Participate in a quality audit
<b>Compliance</b>	
BSBCOM501B	Identify and interpret compliance requirements
<b>Customer service</b>	
BSBCUS501A	Manage quality customer service
<b>Learning design</b>	
TAADES502B	Design and develop learning resources
<b>Diversity</b>	
BSBDIV701A	Develop cross cultural communication and negotiation strategies
CHCCS405A	Work effectively with culturally diverse clients and co workers
<b>Financial management</b>	
BSBFIM501A	Manage budgets and financial plans
BSBFIM701A	Manage financial resources
<b>Human resource management</b>	
BSBHRM505A	Manage remuneration and employee benefits
PSPHR616A	Manage performance management system
<b>Industry context</b>	
BSBIND302A	Work effectively in the international education services industry
<b>Information management</b>	
BSBINM501A	Manage an information or knowledge management system
<b>Innovation</b>	
BSBINN501A	Establish systems that support innovation
BSBINN502A	Build and sustain an innovative work environment
BSBINN601A	Manage organisational change
BSBINN801A	Lead innovative thinking and practice

<b>Interpersonal communication</b>	
BSBCMM401A	Make a presentation
<b>IT building and implementation</b>	
BSBITB701A	Implement advanced electronic technologies
<b>Knowledge management</b>	
PSPMNGT614A	Facilitate knowledge management
<b>Learning and development</b>	
BSBLED401A	Develop teams and individuals
BSBLED501A	Develop a workplace learning environment
BSBLED701A	Lead personal and strategic transformation
BSBLED702A	Lead learning strategy implementation
BSBLED705A	Plan and implement a mentoring program
BSBLED706A	Plan and implement a coaching strategy
BSBLED707A	Establish career development services
BSBLED708A	Conduct a career development session
BSBLED709A	Identify and communicate trends in career development
BSBLED710A	Develop human capital
<b>Management</b>	
BSBMGT502B	Manage people performance
BSBMGT516A	Facilitate continuous improvement
BSBMGT616A	Develop and implement strategic plans
CHCORG14B	Manage a service organisation
<b>Marketing</b>	
BSBMKG413A	Promote products and services
BSBMKG513A	Promote products and services to international markets
BSBMKG516A	Profile international markets
<b>Occupational health and safety</b>	
BSBOHS509A	Ensure a safe workplace
<b>Project management</b>	
BSBPMG510A	Manage projects
BSBPMG609A	Direct procurement and contracting for a project program
<b>Relationship management</b>	
BSBREL402A	Build client relationships and business networks
BSBREL501A	Build international client relationships
BSBREL502A	Build international business networks
BSBREL701A	Develop and cultivate collaborative partnerships and relationships
<b>Research</b>	
BSBRES401A	Analyse and present research information
BSBRES801A	Initiate and lead applied research
<b>Workplace effectiveness</b>	
BSBWOR401A	Establish effective workplace relationships