

TAA50104 Diploma of Training and Assessment



Purpose

The TAA50104 Diploma of Training and Assessment specifies the competencies required to engage in advanced training and assessment practice which may also include competence in one or more of the following areas: development of training products, provision of training advisory and consultancy services and leadership and co-ordination of training and assessment services.

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

Qualification Requirements

The TAA50104 Diploma of Training and Assessment comprise 12 units packaged as:

5 core Units PLUS 7 elective units

Core Units

Learning Environment

TAAENV501B Maintain and enhance professional practice

Learning Design

TAADES501B Design and develop learning strategies

Delivery and Facilitation

TAADEL503B Provide advanced facilitation to support learning*

Assessment

TAAASS501B Lead and coordinate assessment systems & services*

Coordination, Management and Quality of Training and/or Assessment Services

TACMQ503B Lead and conduct training and/or assessment evaluations

Elective Units

Select 7 electives. A minimum of 5 units must be TAA coded units packaged within the Diploma listed below. Up to 2 of the 7 elective units may be selected from the identified imported units listed below or from any other Diploma qualification.

1 of the 2 elective units may be selected from TAA40140 Certificate IV in Training and Assessment electives or from any other Certificate IV.

Learning Design

TAADES502B Design and develop learning resources

TAADES503B Research and design e-learning resources

TAADES504B Develop and evaluate e-learning resources

TAADES505B Develop and evaluate competency standards

Delivery and Facilitation

TAADEL501B Facilitate e-learning

TAADEL502B Facilitate action learning projects

TAADEL504B Lead and coordinate training services

Training Advisory Services

TAATAS501B Undertake organisational training needs analysis

TAATAS502B Prepare a tender bid

TAATAS503B Manage contracted work

TAATAS504B Facilitate group processes

Coordination, Management and Quality of Training and/or Assessment Services

TACMQ501B Develop training and/or assessment organisational policies & procedures

TACMQ502B Coordinate training and/or assessment arrangements for apprenticeship/traineeship

TACMQ504B Determine and manage scope of training and/or assessment services

TACMQ505B Lead a team to foster innovation

Imported units

BSBEBUS508A Build a virtual community

BSBFLM514A Manage people

BSBMGT503A Prepare budgets and financial plans

BSBMGT506A Manage budgets and financial plans

BSBMGT504A Recruit, select and induct staff

BSBMKG501B Manage and monitor business or records systems

BSBWOR502A Ensure team effectiveness

BSBWRK509A Manage industrial relations

CHCCAR501A Provide careers guidance

PSPGOV504B Undertake research and analysis

*These units have prerequisites.

Pathway to Completion

PATHWAY TO COMPLETION

1 Enrolment received by SCOPE Vision; appropriate mentor allocated and contact is made with the participant to schedule initial meeting

2 Initial briefing session is held and selected training and assessment pathways confirmed

3 Participant attends scheduled mentoring sessions to plan the evidence to be collated within their Evidence Portfolio accessing skills recognition pathways

4 Participant begins collecting and collating the evidence as agreed into their Evidence Portfolio

5 Mentoring sessions are facilitated as scheduled, (ie at the commencement of each unit, or cluster of units)

6 Evidence Portfolio is completed by participant and submitted to SCOPE Vision for final assessment

7 Feedback is given to the participant regarding result of assessment

8 Appropriate Qualification or Statement of Attainment is awarded to the successful participant

Time Frame

The time frame in which each unit is completed will vary from person to person and industry to industry; as it is dependent upon the existing skills and knowledge of each participant.

Employability Skills

Employability Skills are embedded in training and assessment. Information on the Employability Skills relevant to your qualification can be obtained by visiting this website and keying in the national code for the qualification:

<http://employabilityskills.training.com.au>

To Enrol

Complete and return pages 3 and 4 to:

PO Box 301 Guildford WA 6935

F (08) 9297 3664

E mailbox@scopevision.com.au



Enrolment Form - 1/3

TAA50104 Diploma of Training and Assessment

CONTACT DETAILS: Personal	
Name:	DOB:
Address:	
State:	Postcode:
Home Telephone:	
Mobile Telephone:	
Email Address:	

CONTACT DETAILS: Business	
Company:	
Position Held:	
Telephone:	
Facsimile:	
Work Email:	

PAYMENT OPTIONS	
I will be paying using the following method (please tick)	
<input type="checkbox"/> Cash	
<input type="checkbox"/> Cheque	Please make cheques payable to 'SCOPE Vision'
<input type="checkbox"/> I authorise SCOPE Vision to debit the following credit card	<input type="checkbox"/> Visa Card <input type="checkbox"/> Master Card <input type="checkbox"/> Bank Card Card Number: _ _ _ _ _ / _ _ _ _ _ Expiry Date: _ _ / _ _ / _ _ Cardholders Name (please print): _____ Cardholders Signature: _____
<input type="checkbox"/> Direct Deposit	Account Name : SCOPE VISION Bank : NATIONAL AUSTRALIA BANK BSB : 086420 Account # : 493266439 Please insert your invoice number as the reference
<input type="checkbox"/> Invoice 3rd Party	Please attach appropriate approval forms and complete details below:
Third Party invoice information:	
Name of company:	
Attention:	
Postal Address:	
Telephone:	
Purchase order number:	

Enrolment Form - 2/3

TAA50104 Diploma of Training and Assessment

Core Units - Choose 5 Units	Price per unit \$300
Learning Environment <input type="checkbox"/> TAAENV501B - Maintain and enhance professional practice	
Learning Design <input type="checkbox"/> TAADES501B - Design and develop learning strategies	
Delivery and Facilitation <input type="checkbox"/> TAADEL503B - Provide advanced facilitation to support learning	
Assessment <input type="checkbox"/> TAAASS501B - Lead and coordinate assessment systems & services	
Coordination, Management and Quality of Training and/or Assessment Services <input type="checkbox"/> TAACMQ503B - Lead and conduct training and/or assessment evaluations	



Enrolment Form - 3/3

TAA50104 Diploma of Training and Assessment

Elective Units - Choose 7 Units	Price per unit \$300
Learning Design	
<input type="checkbox"/> TAADES502B - Design and develop learning resources	
<input type="checkbox"/> TAADES503B - Research and design e-learning resources	
<input type="checkbox"/> TAADES504B - Develop and evaluate e-learning resources	
<input type="checkbox"/> TAADES505B - Develop and evaluate competency standards	
Delivery and Facilitation	
<input type="checkbox"/> TAADEL501B - Facilitate e-learning	
<input type="checkbox"/> TAADEL502B - Facilitate action learning projects	
<input type="checkbox"/> TAADEL504B - Lead and coordinate training services	
Training Advisory Services	
<input type="checkbox"/> TAATAS501B - Undertake organisational training needs analysis	
<input type="checkbox"/> TAATAS502B - Prepare a tender bid	
<input type="checkbox"/> TAATAS503B - Manage contracted work	
<input type="checkbox"/> TAATAS504B - Facilitate group processes	
Coordination, Management and Quality of Training and/or Assessment Services	
<input type="checkbox"/> TAACMQ501B - Develop training and/or assessment organisational policies & procedures	
<input type="checkbox"/> TAACMQ502B - Coordinate training and/or assessment arrangements for apprenticeship/traineeship	
<input type="checkbox"/> TAACMQ504B - Determine and manage scope of training and/or assessment services	
<input type="checkbox"/> TAACMQ505B - Lead a team to foster innovation	
Imported units	
<input type="checkbox"/> BSBEBUS508A - Build a virtual community	
<input type="checkbox"/> BSBFLM514A - Manage people	
<input type="checkbox"/> BSBMGT503A - Prepare budgets and financial plans	
<input type="checkbox"/> BSBMGT506A - Manage budgets and financial plans	
<input type="checkbox"/> BSBMGT504A - Recruit, select and induct staff	
<input type="checkbox"/> BSBMKG501B - Manage and monitor business or records systems	
<input type="checkbox"/> BSBWOR502A - Ensure team effectiveness	
<input type="checkbox"/> BSBWRK509A - Manage industrial relations	
<input type="checkbox"/> CHCCAR501A - Provide careers guidance	
<input type="checkbox"/> PSPGOV504B - Undertake research and analysis	
TOTAL ENROLMENT FEE:	\$