

## TAA04 Frequently Asked Questions

### Introduction:

The following frequently asked questions and answers provide guidance to RTOs on implementing the TAA04 in Victoria.

### What is the current version of the TAA04?

Version 2.1 is the current version of the TAA04. It was released on NTIS in April 2008.

These are the changes:

- Addition of contextual information regarding evidence to the Assessment Guidelines.
  
- Addition of three Skill Sets:
  - Enterprise Trainer
  - Enterprise Trainer and Assessor
  - Assessor.
  
- TAAASS401B replaced with TAAASS401C Plan and organise assessment, an enhancement adding requirements for RPL.
  
- TAAASS402B replaced with TAAASS402C Assess competence, an enhancement adding requirements for RPL.
  
- TAADEL301B replaced with TAADEL301C Provide training through instruction and demonstration of work skills, an enhancement adding requirements for coaching skills.
  
- Addition of BSBCMM401A Make a presentation to the list of units.
  
- Update of imported units.

TAA04 Version 2 (Category I changes to TAA04) was released on 21<sup>st</sup> September, 2007. The main changes were the inclusion of Employability Skills (Key Competency statements were removed) and changes made to correct typographical, grammatical and minor formatting errors.

The full modification history of TAA04 is available on <http://www.ntis.gov.au/Default.aspx?/trainingpackage/TAA04/history>

Following the release of Version 2.1, a new Victorian Purchasing Guide has been developed. RTOs will need to change over to Version 2.1. This will be done in accordance with the AQTF Essential Standard 3 which relates to the systematic and continuous improvement approach to management of operations.

## BSZ98 and TAA04 qualifications

### 1. What is the relationship between the BSZ98 and TAA04 qualifications?

The TAA04 *Training and Assessment Training Package* replaced the BSZ98 *Assessment and Workplace Training Training Package* in December 2004. From 24 November 2005, all new trainers and assessors had to demonstrate current competence to the Certificate IV in TAA04. The last enrolments in the BSZ98 qualifications were in December 2005.

### 2. I completed some of the BSZ98 qualification. I need to complete my Certificate IV training qualification. What should I do?

If you have successfully completed units from the BSZ98 qualification, these may be used with your current experience and other evidence to gain RPL for some of the TAA04 units.

### 3. What about my BSZ98 qualification, is it still recognised?

Holders of the BSZ98 qualification *BSZ40198 Certificate IV in Assessment and Workplace Training* meet AQTF compliance requirements for assessment and training.

The *AQTF 2007 Essential Standards for Registration* (Standard 1.4) guide RTOs on the requirements for assessors and trainers. These can be found on:

<http://training.com.au/portal/site/public/menuitem.91cdbaeb7a2bc0e2cd9ae78617a62dbc/>

Specific advice is provided in Appendix 2 of the *User's Guide to the Essential Standards for Registration* (found on above website).

Upgrading to the TAA04 is not a requirement for trainers and assessors who meet AQTF requirements outlined in the publications listed.

It is a requirement for all RTOs to provide continuing professional development for trainers and assessors. One way in which this can be achieved is in providing training in the TAA04 competencies.

## Delivering TAA04

### 4. Who can deliver and assess TAA04 Training Package? (Standard 1.4)

To deliver and assess in TAA04 Training Package, you will need

- TAA04 qualification/unit(s) or equivalent AND
- Current knowledge and skill in training delivery and assessment

### 5. Who can assess in TAA40104 Certificate IV in Training and Assessment?

Persons who conduct assessments against the units of competency leading to the award of the Certificate IV in Training and Assessment must have:

- TAA40104 Certificate IV in Training and Assessment OR equivalent competence AND

- Current knowledge and skill in assessment practice and current knowledge of the industry and workplace of the TAA04 learners

## 6. Who can assess in the TAA50104 Diploma of Training and Assessment?

Persons who conduct assessments against the units of competency leading to the award of the TAA50104 Diploma of Training and Assessment must have:

- TAA50104 Diploma of Training and Assessment OR equivalent competence AND
- Current knowledge and skill in training delivery and current knowledge of the industry and workplace of the TAA learners

## 7. Who can assess individual TAA04 Training Package units?

Persons who conduct assessments against individual units of competency from the TAA04 Training and Assessment Training Package must have:

- Formal recognition of competence in each unit in which they wish to conduct assessment OR equivalent competence AND
- Current knowledge and skill in assessment practice and current knowledge of the industry and workplace of the TAA04 learners

To deliver qualifications or units in the TAA04 Training Package, you must hold the relevant TAA04 Training Package qualification or units or demonstrate equivalence. If you do not hold the qualification or units you will need to demonstrate evidence of equivalence.

For example:

A person holding the BSZ40198 Certificate IV in Assessment and Workplace Training who has current knowledge and skill in delivery and assessment can demonstrate that they are able to deliver the TAA40104 Certificate IV in Training and Assessment as stated in footnote 4 in AQTF standard 1.4 and on the basis of equivalent competence (see later Q and A on Equivalence).

## Delivering and assessing other Training Packages and accredited courses?

### 8. What do I need to conduct assessments of competencies contained in other Training Packages and accredited curriculum?

See the requirements outlined in Appendix 2 of the *User's Guide to the Essential Standards for Registration*

<http://training.com.au/portal/site/public/menuitem.91cdbaeb7a2bc0e2cd9ae78617a62dbc/>

### 9. Will BSZ98 units that are contained in other Training Packages automatically be replaced by TAA04 units?

BSZ98 units contained in other Training Packages will remain until the host Training Package is reviewed.

## Establishing equivalence

- 10. The mapping in the TAA04 Training Package shows that some units in the TAA40104 Certificate IV in Training and Assessment are equivalent to units from the BSZ98 Training Package. Does this mean that the BSZ98 Training Package units I hold gives me credit for the equivalent units in the new certificate?**

The Victorian Purchasing Guide states that:

*You must be sure that all training and assessment leading to qualifications or Statements of Attainment from the **Training and Assessment Training Package (TAA04)** is conducted against the Training Package Units of Competency.*

Credit is not automatic:

- if individuals wish to have their qualifications recognised as equivalent to the competencies in TAA04 Training Package, they will need to meet the performance criteria and evidence requirements of the TAA04 Training Package units.
- currency must be established.

If individuals wish to hold the qualification TAA40104 Certificate IV in Training and Assessment, they will need to enrol in the TAA40104 Certificate IV in Training and Assessment, and, either undergo a recognition process against the performance criteria and/or undertake further training to address any gaps.

- 11. What if my employer had established that I had equivalent competencies to the BSZ98 qualification prior to 23 November 2005?**

You would need to have documented evidence that your employer had assessed you and determined equivalence prior to this date. See more information in question 12.

- 12. I am an employer with teachers who have a range of experience and qualifications. What is the best way to approach this?**

- teachers who do not have either the BSZ98 or TAA04 Certificate IV qualifications, or have not yet been assessed as having equivalent competencies need to map their experience to the units in the TAA04 qualification. As noted in question 10 above, they will need to meet the performance criteria and evidence requirements of the TAA04 Training Package units. The evidence must be 'current', that is, related to their most recent training and assessment activity.
- some teachers may have teaching qualifications. They will have a range of relevant skills and knowledge but may need a combination of RPL and 'gap training' to meet the additional requirements of VE training and assessment (e.g. knowledge of competency-based training and assessment).
- evidence collected can be used for RPL assessments or for documentation of equivalence.

**13. Are there any resources to assist my teachers / me in gathering evidence to demonstrate equivalence?**

A *Skills Recognition Tool* is available on the Training Support Network website. It is an on-line recognition model for the provision of RPL/RCC for the core units in the TAA40104 Certificate IV Training and Assessment and the core units in the TAA50104 Diploma of Training and Assessment. It comprises an on-line user guide for assessors and an on-line user guide for candidates using the model for self-assessment purposes. It contains a range of case study examples.

<http://trainingsupport.otte.vic.gov.au>

**14. How can I demonstrate current knowledge and skill in training delivery and assessment practice?**

TAA04 Training and Assessment Training Package states that this could be met by:

- Relevant work history
- Attendance at relevant professional development activities
- Colleague/peer support
- Participation in networks/communities of practice
- Participation in moderation/validation activities
- Recent assessment and workplace training activities
- Knowledge of language, literacy and numeracy (LLN) issues in context of assessment and workplace training.

The online recognition tool can assist with this. (refer to question 7 above)

**15. What does current knowledge of the industry/workplace of the TAA04 Training Package learners/candidates include?**

This includes:

- Familiarity with the industry/enterprise competency standards to be used by the learner/candidate as the basis of assessment and/or training
- Understanding of the training and assessment environment in which the learner operates
- Knowledge of the requisite assessor qualifications for the industry/enterprise.

## Key features of the TAA04 Training Package

### 16. What are the features of the TAA40104 Certificate IV in Training and Assessment?

TAA40104 Certificate IV in Training and Assessment provides competencies required

- to deliver training in an industry area or area of subject matter expertise, and
- to conduct competency-based assessment in a range of contexts.

The TAA40104 Certificate IV in Training and Assessment comprises:

- Fourteen (14) units of competency
- 12 core + 2 electives
- Nominal hours can be found in the TAA04 Victorian Purchasing Guide.

### 17. What are the features of the TAA50104 Diploma of Training and Assessment?

TAA50104 Diploma of Training and Assessment provides competencies required to engage in advanced training and assessment practice, which may include one or more of the following areas:

- development of training products
- provision of training advisory and consultancy services
- leadership and co-ordination of training and assessment services.

The diploma comprises:

- Twelve (12) units of competency
- 5 core + 7 electives

Nominal hours can be found in the TAA04 Victorian Purchasing Guide.

### 18. Can I use BSZ98 Training Package units as electives in the TAA04 Training Package qualifications?

No.

### 19. Where can I find the Assessment Guidelines?

The assessment guidelines can be found on page 26-45 of the TAA04 Training Package. The guidelines include advice and information on:

- Principles of assessment
- Rules of evidence
- Code of practice for assessors
- Assessor vocational competence.

## 20. What do individual units say about assessment?

Individual units include:

- Overview of assessment
- Evidence requirements
- Required knowledge
- Required skills and attributes
- Key competencies
- Products as evidence
- Processes as evidence
- Resource implications for assessment
- Requirements for the collection of quality evidence
- Stipulation of specific evidence requirements
- Integrated assessment

## 21. Where can I get the TAA04 Training Package?

The current version is listed on National Training Information Service [www.ntis.gov.au](http://www.ntis.gov.au) and can be downloaded

Version 2.1 is currently available for purchase at:

- TVET Australia – Product Services [www.tvetaustralia.com.au](http://www.tvetaustralia.com.au)
- Innovation and Business Skills Australia Ltd (IBSA) [www.ibsa.org.au](http://www.ibsa.org.au)

The Victorian Purchasing Guide is available at <http://trainingsupport.otte.vic.gov.au>

## 22. What resources are available?

- The Victorian Purchasing Guide <http://trainingsupport.otte.vic.gov.au>
- An online RPL/RCC tool is available on <http://trainingsupport.otte.vic.gov.au>
- The Curriculum Maintenance Manager conducted a series of workshops for the delivery of two units from the Training and Assessment Training Package in 2005:
  - Use Training packages to meet client needs (TAADES401A)
  - Work effectively in Vocational Education and Training (TAAENV401A)

All materials from these workshops are available under TAA04 resources on <http://trainingsupport.otte.vic.gov.au>

- ANTA resources developed for BSZ98
- ANTA resources developed for TAA04
- Flexible Learning Toolbox can be viewed at: [www.westone.wa.gov.au/toolbox6/taa/toolbox/default.htm](http://www.westone.wa.gov.au/toolbox6/taa/toolbox/default.htm)
- Print based Learner and Facilitator guides are available from IBSA - [www.ibsa.org.au](http://www.ibsa.org.au)

- IBSA TAA Practitioners' Network  
[http://www.openobject.org/wikitp/Wiki\\_TP\\_Home](http://www.openobject.org/wikitp/Wiki_TP_Home)
- RTO developed resources
- Other Crown Copyright qualifications

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