

## TAE40116 Certificate IV in Training and Assessment Assessment task summary

This document summarises the assessment tasks for each of the units of competencies delivered in the TAE40116 Certificate IV in Training and Assessment courses delivered by Plenty Training.

Unit of competency	Task	Task description	Completed in <i>Intensive+</i> class pathway <sup>1</sup>	Completed in <i>Virtual+</i> (webinar) pathway
BSBCMM401 Make a presentation	1	Answer a number of short answer questions related to this unit.	✗	✗
	2	Develop two session plans for presentations you will conduct as part of Assessment Task 3.	✓ (one)	✗
	3	Conduct two presentations between 10-20 minutes in duration which the Assessor will observe.	✓	?
	4	Submit completed feedback forms from the two presentations conducted as part of Assessment Task 3.		Optional two-day workshop available (extra fee applies)
TAEASS401 Plan assessment activities and processes	1	Answer a series of questions relating to the content of the unit.	✗	✗
	2	Produce five assessment plans.	✓ (one)	✗
	3	Adapt assessment instruments to assess five units of competency based on the five assessment plans from assessment task 2	✓	✗
	4	Trial, seek feedback on and evaluate the assessment instruments developed for Assessment Task 3	✓	✗
TAEASS402 Assess competence	1	Candidates must answer a number of short answer questions related to this unit.	✗	✗
	2	Conduct five assessments with different candidates under supervision of qualified assessor and make assessment decisions	✓	✓ All students can attend a one-day workshop (included in course fee)
	3	Gather candidate feedback and reflect on the assessments conducted to identify areas for improvement	✓	
TAEASS403 Participate in assessment validation	1	Answer a series of questions relating to the content of the unit.	✗	✗
	2	Hold a meeting regarding three validation sessions	✓	✗
	3	Participate in three validation sessions and provide written validation reports.	✓ (one)	✗
TAEASS502 Design and develop assessment tools	1	Answer a number of short answer questions related to this unit.	✗	✗
	2	Develop three assessment tools that each address a unit of competency and answer some questions relating to this.	✓ (one)	✗

<sup>1</sup> Note: 'Completed' means that you are afforded the opportunity to complete all or most of the associated task in class however it up to you to complete the associated tasks during the class.

Unit of competency	Task	Task description	Completed in <i>Intensive+</i> class pathway <sup>1</sup>	Completed in <i>Virtual+</i> (webinar) pathway
	3	Review and trial one of the assessment tools you developed as part of Assessment Task 2	✓ (one)	✗
TAEDEL401 Plan, organise and deliver group-based learning	1	Answer a number of short-answer questions relating to this unit and relating to Tasks 3 through 4.	✗	✗
	2	Develop three session plans for training sessions on work-based topics.	✗	✗
	3	Develop a number of resources for use in your training sessions.	✗	✗
	4	Deliver three presentations based on the session plans developed in assessment task 2.	✓	? Optional two-day workshop available (extra fee applies)
TAEDEL402 Plan, organise and facilitate learning in the workplace	1	Answer a number of short answer questions related to this unit.	✗	✗
	2	Develop a session plan for a coaching session on a work-based topic.	✓	✗
	3	Deliver two coaching sessions.	✓	✗
	4	Evaluate your two coaching sessions by gathering feedback from the learners and self-evaluating your own performance.	✓	✗
TAEDES401 Design and develop learning programs	1	Answer a number of short answer questions related to this unit.	✗	✗
	2	Hold a meeting with stakeholder and develop two learning programs	✓ (one)	✗
	3	Have one of your learning programs reviewed by a peer and document that feedback.	✗	✗
TAEDES402 Use training packages and accredited courses to meet client needs	1	Answer a number of short answer questions related to this unit.	✗	✗
	2	Hold a meeting with a stakeholder and then analyse and address the issues in two training needs scenarios.	✓ (one)	✗
TAE LLN411 Address adult language, literacy and numeracy skills	1	Answer a number of short answer questions related to this unit.	✗	✗
	2	Determine the core skill levels required for a student to complete two different units of competence using the Australian Core Skills Framework (ACSF).	✗	✗
	3	Analyse and identify a learner groups' LLN core skill levels using both analysis and validated tools	✓	✗
	4	Develop a simple training and assessment plan and deliver it via a short-duration presentation for <u>real</u> vocational learners	✓	? Optional two-day workshop available (extra fee applies)