Recognition of Prior Learning (RPL) Required Evidence- TAE40116 Certificate IV in Training and Assessment

This document suggests evidence suitable to submit in support of an RPL application for the TAE40116 Certificate IV in Training and Assessment qualification. Trainers and Assessors in VET need to be able to access, unpack and interpret the assessment requirements of units of competency. Units of competency must be able to be found on www.training.gov.au.

You are to provide all evidence requested via email to rpl@plenty.edu.au. Please submit all evidence for each unit (e.g. TAEASS401) in separate emails ensuring your subject heading is identical to the unit title.

When submitting your evidence, ensure it is from the **present or very recent past.** This generally means it needs to be from within the past 2-3 years.

If you require further clarification of the requested evidence, please contact your assessor directly cc'ing rpl@plenty.edu.au.

Please provide:

Unit	Evidence of:	Required Evidence:
EV01 – TAEASS401*	having planned and organised the assessment process on at least 5 separate occasions ensuring organisational arrangements are followed **NOTE** – Each occasion must be for a different accredited unit / cluster of units	Five documented assessment plans and instruments developed for the occasion, which include 2 Recognition of Prior Learning assessments
	having planned and organised at least 2 Recognition of Prior Learning assessments (may be 2 of the 5 above) ensuring organisational arrangements are followed	Five documented assessment plans and instruments developed for the occasion, which include 2 Recognition of Prior Learning assessments
EV02 – TAEASS402 **NOTE** The assessments must be undertaken under the supervision of a qualified assessor – we will require authentication that this criteria was met	assessment of at least **five** candidates within the vocational education and training (VET) context against at least **one entire** endorsed or accredited unit of competency according to the organisation's assessment processes and practices	Evidence could include five draft assessment reports and feedback provided to qualified assessor
	using recognition of prior learning (RPL) processes in the assessment of at least **one**	Evidence could include one draft RPL assessment reports and feedback provided to qualified

* Each unit is hyperlinked to www.training.gov.au. This will show the exact requirements for that unit of competency. Your ability to provide relevant and well-structured evidence that covers all the elements, performance criteria, knowledge evidence and performance evidence is essential.

Unit	Evidence of:	Required Evidence:
	candidate (which may be one of the five candidates above)	assessor. This will be one of the five assessment reports from above
	making reasonable adjustments in the assessment of at least one candidate	Depends on candidate's contexts, assessment and audience
	reviewing the assessment process	Evidence could include candidate feedback, emails to qualified assessor, continuous improvement forms
	using two-way communication and feedback with the candidate	Evidence could include emails or records of feedback provided to candidates as well as demonstrated communication performance in interview. May also be supported by third party
EV03 – TAEASS403	actively participating in a minimum of **three** validation sessions that address the critical aspects of validation	Evidence could include copies of three validation meeting minutes or three validation reports
	collating and presenting documentation for each validation in a logical manner	Evidence could include draft copies of analysed tools, emails, validation reports
	communicating and liaising with relevant people	Demonstrate communication performance in interview. May also be supported by third party
	providing feedback and interpreting documentation in validation sessions	Evidence could include copies of validation meeting minutes, validation reports
	recording their contribution to validation findings	Evidence could include draft copies of analysed tools, emails, validation reports

Unit	Evidence of:	Required Evidence:
EV04 – TAEASS502	developing at least **three** assessment tools that support different assessment methods, and address at least one <u>unit of competency</u> each. Each assessment tool must: • include the instruments for collecting evidence, reflecting the principles of assessment and the rules of evidence, and related instructions to the assessor/s and candidates • show how the contextual needs of different environments are addressed reporting on the trial and review of each assessment tool including proposed changes	Three complete assessment tools you have designed and developed for one full unit of competency each. Each tool should include: assessment tasks (instruments), candidate's instructions for use, assessor instructions, and marking guide e.g. including model answers and mapping to the unit of competency. Evidence of trials may include: emails, minutes of meetings, validation reports, marked up copies of tools. Report on trial examples may include: emails, formal reports, notes used for verbal report, minutes of meetings, version control register showing changes.
EV05 – TAEDEL401 **NOTE** The evidence will also require a third party report to be completed by your supervisor/manager	facilitating group-based learning by preparing and delivering at least **three** training sessions, including: • at least **two** consecutive sessions of at least 40 minutes duration, that follow one of the learning program designs, to a learner group of at least **eight** individuals • at least one session delivered to a learner group of at least **eight** individuals, with evidence of how the characteristics and needs of this group were addressed	Evidence could include sign on sheets, reports from LMS, contracts, session plans, student feedback or peer review forms, copy of TAS (training and assessment strategy) Evidence must clearly state your name as the trainer, and demonstrate the learner group had at least eight individuals. Ensure there are dates and times on the documents that you submit which give a clear indication of the hours which you have taught. Ensure that it can be supported that they are for different candidates/groups of learners. It is also advisable to have the RTO logo and the course names clearly stated on these documents, 3rd party verification may be required.
	identifying and responding to individual needs	Evidence could include feedback forms, individual training plans or emails indicating supporting individual's needs in group environments
	accessing and using documented resources, and any support personnel required to guide inclusive practices	Evidence could include copies of resources used such as

Unit	Evidence of:	Required Evidence:
		Powerpoints, handouts, emails confirming support personnel
EV06 – TAEDEL402	preparing and facilitating work-based learning	Evidence could include training plans, session plans with training records showing yourself as the trainer, contracts / position descriptions outlining responsibilities in this area
	providing a minimum of **two** examples of developing work-based learning pathways, that include: • identifying needs for learning • analysing work practices, work environment and work activities • organising and allocating work in a way that reflects learning needs, and provides effective learning opportunities through work processes	Evidence could include two of: Individual training or learning plans, individual feedback and coaching reports, performance appraisals on staff, competency assessments conducted on staff with recommendations for training, contracts / position descriptions outlining responsibilities in this area
	conducting a learning facilitation relationship: • with at least two individuals • demonstrating communication skills and flexibility • demonstrating one or more of the processes, or techniques, identified	Evidence could include staff training reports or records, individual training plans with confirmation training occurred. Demonstrate communication performance in interview. May also be supported by third party
EV07 – TAEDES401	preparing and developing a minimum of **two** learning programs: • that contain differentiated learning program designs to reflect particular needs, contexts and timelines at least one of which must be based on competency standards or accredited courses and must cover at least one entire unit of competency or accredited course module.	Copies of two learning program plans or TAS that include unit mapping/analysis
	designing, developing and reviewing learning programs within the vocational education and training (VET) context	Evidence of reviews could include emails or reports on the learning program showing your feedback, recommendations for changes or self-reflections on the program
EV08 – TAEDES402	analysing a training package and/or accredited course, to examine its component parts,	Two reports recommending qualifications/units for client needs and detailing how this would be relevant

Unit	Evidence of:	Required Evidence:
	identify relevant qualifications and units of competency or modules, and contextualise those to meets the specific needs of one client demonstrate a minimum of **two** examples of analysing training specifications, including at least **one** training package; the other may be another training package or an accredited course that meets a specific client need.	Analysis of at least one unit of competency and qualification (development of unit mapping, assessment requirements, TAS or similar documentation) Analysis of a second unit or training specification
EV09 – TAELLN411	Determine core LLN issues (reading, writing, speaking, listening, numeracy and learning) in vocational training and assessment practice on at least two different occasions	Provide evidence that includes: • documentation of the use of the ACSF to determine LLN level of training for two different learners • documentation of the use of validated tools or other sources to determine the ACSF level of LLN of learner group • documentation setting out activities, resources and individual learning plans for a particular learner • third-party/specialist advice and observations of the candidate with a range of learners • Reviews of own practice and learning and assessment strategies
	Customise and use at least two learning resources to address LLN requirements	Resources for example could include learners guides, workbooks, handouts, PowerPoints, checklists, templates
All	Current resume / CV	Include position descriptions for the training and assessing roles held over the past 2-3 years.
All	Performance appraisals	Most recent performance appraisals