

Recognition of Prior Learning (RPL) Required Evidence- TAESS00015 Enterprise Trainer and Assessor Skill Set

This document suggests evidence suitable to submit in support of an RPL application for the TAESS00015 Enterprise Trainer and Assessor Skill Set. 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.

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.

Please email the evidence to rpl@plenty.edu.au in separate emails with the unit title inserted as the subject heading.

If you require further clarification of the requested evidence, please email rpl@plenty.edu.au.

Please provide:

Unit	Evidence of:	Required Evidence:
<u>EV01 – TAEASS401*</u>	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
<u>EV02 – TAEASS402</u> 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 draft assessment reports and feedback provided to qualified assessor
	using recognition of prior learning (RPL) processes in the assessment of at least one candidate (which may be one of the five candidates above)	Evidence could include five draft assessment reports and feedback provided to qualified assessor

** 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:
	making reasonable adjustments in the assessment of at least one candidate	Evidence could include one draft RPL assessment report and feedback provided to qualified assessor. This will be one of the five assessment reports from above
	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
<u>EV03 – TAEASS403</u>	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:
<p><u>EV04 – TAEDEL301</u></p>	<p>Carrying out a minimum of 3 training sessions, involving demonstrating and instructing particular work skills for at least 2 different individuals or small groups, with each session addressing:</p> <ul style="list-style-type: none"> • different learning objectives • a range of delivery techniques and effective communication skills appropriate to the audience 	<p>Evidence could include: snapshots of SMS, lesson plans, videos of training session</p>
<p>RESUME</p>		<p>current resume / CV</p> <p>This is to include position descriptions for the roles held over the last 2-3 years.</p>