

Supplementary Notes  
for the  
nominated trainer-assessor  
of the RTO applying for an extension to scope to offer  
*Certificate IV in Training and Assessment*  
*(TAA40104)*  
in Queensland

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## Background

The *Training Package for Training and Assessment (TAA04)* will replace the current *Training Package for Assessment and Workplace Training (BSZ98)*.

The TAA training package contains two qualifications that will replace the *Certificate IV in Assessment and Workplace Training* and the *Diploma of Training and Assessment Systems*. The revised **qualifications** are very different from the existing ones and are not regarded as equivalent.

## Purpose of this guide

This guide is to help you, the RTO's nominated trainer-assessor, provide evidence that you are able to satisfy the delivery-assessment requirements in the Assessment Guidelines of the Training and Assessment Training Package.

You must complete a submission following this guide which is then included as part of the RTO's application for extension to scope to offer the Certificate IV in Training and Assessment.

Completion of this submission does not, in itself, lead to your certification in the Certificate IV in Training and Assessment. The submission simply contributes to the evidence that the RTO has the capability to deliver and assess the Certificate IV in Training and Assessment.

A separate resource has been developed for the extension to scope for the diploma qualification.

*diploma guide*

Definitions of training and assessment terminology can be found in the TAA Glossary and/or the Training Package Assessment Materials Kit.

*definitions*

## Registration process

The process for this extension to scope application is consistent with the usual extension to scope procedure. However the evidence that must be supplied with the application is more comprehensive. This is no extra burden to the RTO as the resources requested must be developed by the RTO anyway, in order to offer the Certificate IV in Training and Assessment.

*extension to scope*

This evidence should provide a clear picture of the RTO's ability to deliver and assess the TAA qualification.

It is recommended that the evidence supplied by the RTO for Standards 8 and 9 should be developed by you, as the RTO's nominated trainer-assessor. By doing so, the evidence can then be used to help confirm your ability to satisfy the requirements of the TAA Training Package; ie compliance with Standards 7.3 and 7.4 (about vocational competence).

*evidence for  
Standards 8 & 9 can  
help with Standard 7*

## Evidence to accompany application for extension to scope

The onus is on the existing BSZ provider to prove that it is capable of delivering and assessing the Certificate IV in Training and Assessment. As such, the evidence to be supplied by the RTO applying for the extension to scope must comply with AQTF Standards 7, 8 and 9. All documented evidence must be version controlled, where appropriate.

Specific items must be included in the submission of evidence. In summary, these items are:

- a learning-assessment strategy for the Certificate IV in Training and Assessment, for an identified target group
- training materials to be used for that particular target group, for the nominated unit of competency
- all assessment activities including assessment tools for the four core assessment units of competency in the Certificate IV in Training and Assessment, for the identified target group
- a summary of the evidence supplied by you as the nominated trainer-assessor to show how you comply with the TAA Training Package requirements to deliver and assess the Certificate IV in Training and Assessment
- a professional development plan detailing how you intend to maintain currency in the TAA competencies that you will train and assess. This plan must be approved and signed by your RTO delegated officer
- the RTO's induction material for trainers/assessors that reflects the transition to TAA.

Standard 9

Standard 8

Standard 7

An explanation of these specific items, except for the last item, is contained in the "*Guide for the RTO*". If you are going to be responsible for the development of these items you need to access the "*Guide for the RTO*" to understand what is expected.

***Guide for the RTO***

The last item in the above list is concerned with your submission as the nominated trainer-assessor. This item is explained in more detail in the following pages.

***your  
evidence &  
submission***

## Submission to be completed by you, the nominated trainer-assessor:

As the trainer-assessor of the Certificate IV in Training and Assessment you must:

- satisfy the requirements of the TAA Assessment Guidelines and the TAA Training Package requirements to deliver  
**and**
- provide a professional development plan that indicates how you will maintain the currency of your competencies in training and assessment. This is to demonstrate compliance with Standard 7.1. There is no preferred nor recommended format for this plan but please include it as Table V in your submission.

*TAA assessment  
guidelines*

*professional  
development plan*

*The TAA Assessment Guidelines state that ...*

1. *Persons who conduct assessments against the units of competency leading to the award of the Certificate IV in Training and Assessment must have the Certificate IV in Training and Assessment (TAA40104) or have equivalent competence.*
2. *Persons who conduct assessments against the units of competency leading to the award of the Diploma of Training and Assessment must hold formal recognition of competence in the TAA50104 Diploma of Training and Assessment or have equivalent competence.*
3. *Persons who conduct assessments of candidates against individual units of competency from the Training and Assessment Training Package (TAA04) must hold formal recognition of competence in each unit in which they wish to conduct assessment or be able to demonstrate equivalent competence.*
4. *All persons conducting assessments against the competency standards in the Training and Assessment Training Package (TAA04) must:*
  - a) *demonstrate current knowledge and skill in assessment practice. This could be met by a combination of evidence including:*
    - *relevant work history*
    - *attendance at professional development activities focusing on best practice in assessment and/or workplace training*
    - *colleague/peer support and participation in trainer/assessor and/or professional networks*
    - *participation in networks/communities of practice*
    - *participation in moderation, validation activities*
    - *knowledge of current practices in assessment and workplace training*
    - *recent assessment and workplace training activities*
    - *knowledge of language, literacy and numeracy issues in the context of assessment and workplace training.*

**and**

*b) have current knowledge of the industry and workplace of the TAA learners/candidates. This would include:*

- *familiarity with the industry/enterprise competency standards to be used by the learner/candidate as the basis of assessment and/or training*
- *an understanding, where applicable of the training and/or assessment system in which the learner/candidate operates*
- *knowledge of the requisite assessor qualifications for the industry or enterprise.*

## How do you show that you satisfy requirements 1, 3 and 4?

(Requirement 2 applies to the Diploma of Training and Assessment).

### Requirement 1, 3

#### TAA competencies

As you can see by the requirements to deliver and assess the TAA40104 Certificate IV in Training and Assessment, you may hold the new TAA Certificate but it is not necessary (and will be difficult to get until there are RTOs offering the new qualification). Instead you need to possess the competencies equivalent to those of the new qualification and the competencies in any unit/s that you deliver-assess.

*equivalence*

In the future you may pursue the award, possibly through a recognition pathway.

In both cases you will need to provide tangible evidence that demonstrates you possess the competencies. As for any process of recognition, the evidence may be derived from various sources, such as formal education and training, professional development activities, employment and life experiences.

*evidence of  
equivalence*

### Requirement 4

(a) current knowledge and skill in assessment practice and training delivery

and

(b) current knowledge of the industry and workplace of the TAA learners/candidates.

It is more than likely that you will use the evidence of your TAA competencies for demonstrating your compliance with this requirement; especially part (a) – the current knowledge and skill in assessment practice and training delivery.

*assessment practice  
and training  
delivery*

Use the dot points listed in Requirement 4, as an indication of the type of evidence that should be provided to address this requirement. You may find you need to describe “how” you would go about acquiring this knowledge for a potential client group and refer to your RTO’s learning-assessment strategy. You may also have evidence of “how” you have discovered this knowledge for previous target groups or individuals.

*industry or  
workplace  
knowledge*

## Your evidence

Do **not** supply your evidence with the application for extension to scope by your RTO.

*do NOT submit your evidence*

Instead, you are asked to complete the attached five tables that summarise the evidence you can produce to demonstrate your competencies. Tables I-IV will also help you to conduct a self-assessment of the evidence and/or help your peers, if you undertake a peer assessment of your evidence.

*submit tables*

Remember that in this case your “peers” will be other trainer-assessors of potential trainers and assessors; not trainers-assessors in other vocational areas.

*peer assessment*

The TAA communities of practice and networks provide a valuable opportunity for “peer” assessment.

*communities of practice*

If the evidence is “assessed” by peers, as well as by you, then the outcome of that assessment is going to be more valid and reliable than that of a self-assessment only. It also means there is less risk of you not complying with Standard 7.

This degree of risk is something that will be considered by the regulatory body when judging your RTO’s application for extension to scope for the Certificate IV in Training and Assessment.

*risk*

### **The tables**

Your submission comprises the following tables:

*your submission = tables*

Table I - Personal details

Table II - Relevant work functions

Table III - Qualifications; professional development and other experiences

Table IV - Assessment practices; training delivery and industry knowledge

Table V – Approved and signed professional development plan (no preferred format).

Electronic versions of these tables may be downloaded from the website of the Queensland Department of Employment and Training OR by writing to [TAAtraining@det.qld.gov.au](mailto:TAAtraining@det.qld.gov.au)

### **RTO’s application**

*RTO’s application*

Please complete these tables and ensure they are supplied as part of your RTO’s application for extension to scope.

Keep your full set of evidence on-hand so that it can be readily accessed and scrutinised by the regulatory body, if necessary.

*accessible evidence*

Table I - Personal details

Your name	
Job title	
Your contact details – <ul style="list-style-type: none"> <li>• phone</li> <li>• fax</li> <li>• email</li> <li>• postal</li> </ul>	
Name of the RTO for which you will deliver-assess TAA40104  Are you an employee of the RTO?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Locations where you will be delivering-assessing TAA40104, if outside of Queensland	
Are you the sole/joint author of evidence submitted by your RTO for its ... <ul style="list-style-type: none"> <li>• learning-assessment strategy?</li> <li>• learning materials?</li> <li>• assessment activities and tools?</li> <li>•</li> </ul>	Yes-sole <input type="checkbox"/> Yes-joint <input type="checkbox"/> No <input type="checkbox"/> Yes-sole <input type="checkbox"/> Yes-joint <input type="checkbox"/> No <input type="checkbox"/> Yes-sole <input type="checkbox"/> Yes-joint <input type="checkbox"/> No <input type="checkbox"/>
How did you conduct an evaluation of your ability to meet the following trainer-assessor requirements of the TAA Training Package?	See below
<ul style="list-style-type: none"> <li>• equivalence to Certificate IV in Training and Assessment core units</li> </ul>	<input type="checkbox"/> Self assessment <input type="checkbox"/> Peer assessment
<ul style="list-style-type: none"> <li>• equivalence to Certificate IV in Training and Assessment elective units</li> </ul>	<input type="checkbox"/> Self assessment <input type="checkbox"/> Peer assessment
<ul style="list-style-type: none"> <li>• current knowledge and skill in assessment practice</li> </ul>	<input type="checkbox"/> Self assessment <input type="checkbox"/> Peer assessment
<ul style="list-style-type: none"> <li>• current knowledge of the industry and workplace of your TAA learners/candidates</li> </ul>	<input type="checkbox"/> Self assessment <input type="checkbox"/> Peer assessment

Please sign and date the following statement if you agree with it.

*"I declare that the information provided in this submission is accurate and that the evidence purported to be original is authentic. I judge that it establishes equivalent competence to the competencies set out in the Certificate IV in Training and Assessment (including at least two electives)."*

**Your signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

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Table II - Relevant work functions

Summary of evidence			
Job title	Name of employer; date of employment	Description of job function	Tangible evidence eg references; performance appraisals; job descriptions

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**Table III - Qualifications, professional development; other experiences**

**(a) Qualifications**

Summary of evidence				
Title	Date	Issuing authority	Relevant content	Tangible evidence eg academic transcripts, statements of attendance

**(b) Professional development; other experiences**

Summary of evidence			
Name of activity/experience	Date; duration	Description	Tangible evidence eg minutes, letters of appreciation

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**Table IV - Assessment practice, training delivery and industry knowledge**

**(a) Current knowledge and skill in assessment practice and training delivery**

Tangible evidence	Demonstrates the following current knowledge and skill in assessment practice and training delivery

**(b) Current knowledge of the industry and workplace of the TAA learners/candidates**

Tangible evidence	Indicates current knowledge of the industry and workplace of the TAA learners/candidates, and/or how I may go about this

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## Table V - Professional development plan

This plan is to show how you intend to maintain currency in the TAA competencies that you will train and assess eg. Professional development, articulation, topics, duration, date, etc.

**There is no recommended format for this plan. However, the plan must be approved by your RTO and signed by the delegated officer.**

Approved by:

\_\_\_\_\_  
Name of RTO delegated officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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