

VET Trainer and Assessor Currency Program - TAEASS502 (ShortCourse)

COURSE CODE	3120TCH007
LOCATIONS	Warrnambool
STUDY MODE	On Campus, Workshops, Short Course
Length	Twenty hours
Commencement	Follow the book now button for upcoming dates
Timetable	Four, four-hour classes delivered through a combination of on campus and virtual classes. Plus two, two-hour workshops via virtual classroom.

Course Overview

This section gives you an introduction to what you will be learning in this course, plus course outcomes, career opportunities, and student support.

Introduction

This course provides the skills and knowledge you require to be able to design and develop assessment tools used to guide the collection of quality evidence. You will learn how to apply the tools in formative, summative and recognition of prior learning (RPL) assessment.

The content is designed for experienced practitioners who are responsible for the development and/or delivery of training and assessment products and services.

You will gain one of the Australian Skills Quality Authority (ASQA) required units to be eligible to be employed in the Australian Vocational Education and Training (VET) Sector.

What will I Learn?

- determine the focus of assessment tools from benchmarks and units of competency
- design assessment tools in line with the ASQA Standards, and both industry and student expectations and contexts
- develop the assessment tools to meet the quality requirements of registered training organisations (RTOs)
- review, trial and modify the assessment tools.

Mode of delivery

This short course is delivered through a combination of face-to-face classes on campus and virtual classroom.

Virtual classroom is a live online teaching and learning environment where teachers and students can present course materials, engage and interact with one another, and work in groups together.

Course Requirements

This section gives you an overview of entry requirements, course units and electives, skills recognition, and assessment criteria.

Entrance requirements & pre-requisites

You must hold a Certificate IV in Training and Assessment (TAE40110) qualification and produce a certified copy of your Statement of Attainment

or a USI Transcript for validation of holding the TAE40110 qualification.

For this course, you will need to:

- have access to a computer with internet access and Microsoft Word
- have a pen and paper
- wear casual clothing.

Units offered

Core Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
TAEASS502	Design and develop assessment tools	40	\$0.00

Assessment

This course involves accredited units. You will be required to complete assessment tasks to demonstrate your underpinning knowledge, skills and attributes to meet the course outcomes. A combination of written, oral and practical assessment strategies will be used in either a classroom, online or workplace environment.

Where units require demonstration of skills in a workplace environment, you will have the opportunity to do this either in your own workplace (where appropriate), through a practical placement, or by using one of the Institute's simulated workshops/classrooms. Detailed information about the types, conduct and dates of assessments will be provided in advance. You will also be provided with information about the opportunity for reassessment and appeal.

After booking

Once you have booked your place in a short course, you will receive an email confirming the date, time and location of the course, and instructions on the next steps of your enrolment process. A tax invoice/receipt is automatically emailed to you at the time of purchase.

If you don't receive this email within a day of booking, check your junk mail or contact short_courses@swtafe.edu.au.

Complete a Pre-Training Review

You will receive an email to complete a Pre-Training Review online. This evaluation helps us ensure you receive any necessary support to achieve a successful outcome for your course. Failure to complete will incur a \$20 administration fee for a booking cancellation or transfer.

Create or provide a Unique Student Identifier (USI)

A USI is a nationally recognised reference number that provides an online record of your training qualifications gained in Australia. [Create your USI online](#), or already have a USI but can't remember it? [Find your USI online](#).

Skills recognition

If you have experience or prior qualifications, you may be eligible to apply for [recognition of prior learning](#) and gain credits. You will be asked to provide any relevant Statement of Attainment to support identified credits.

Fees

This section gives you an overview of course fees, subsidies, and how they can be paid.

Course Fees

Here's an outline of fees and costs associated with your course.

Course fees by student type	Indicative Course Fee
Government subsidised rate (if eligible)	\$0.00
Concession rate	\$0.00
Full fee rate (if not eligible for govt subsidy)	\$430.00

Additional course fees	Indicative Course Fee
Course consumable/materials (approximate)	\$0.00

How do I pay my fees?

Once we have processed your enrolment form, you will receive an email with your invoice.

You have [three options when organising your payment](#):

1. [Upfront payment](#) - can be made over the phone with EFTPOS
2. [Payment plan](#) - can be directly debited from your bank account, debited from your Centrelink payments or via a [VET Student Loan](#) (for diploma or advanced diploma courses only)
3. [Paid by employer, school or job network agency](#) - if your fees are being paid by your employer, school or job network agency, you will need to complete an Authority to Invoice form.

Payments will need to be arranged within five(5) business days of receiving the email containing your invoice.

We also offer a range of [scholarships](#) each year which you may be eligible to apply for to assist with course fees.

How do I pay for the short course?

You can book and pay for your place in a short course online by following the book now button. Alternatively, you can call us on 1300 648 911 or visit your nearest campus for assistance in your booking.

If your course is to be invoiced to a third party, (eg. Work Cover, employer or agency) an Authority to Invoice (ATI) form needs to be completed and signed by the third party. Please contact us via the live chat below, calling 1300 648 911, or email short.courses@swtafe.edu.au to receive the form.

Next Steps

Ready to take the next step? Here you can make an enquiry, attend an information session or begin the application process.

How to book

There are four simple steps when applying for a course with us.

1. **Book** – you can book and pay for your place online via the book now button. A tax invoice/receipt is automatically emailed to you upon payment.
2. **Get ready** – you will receive an email confirming the date, time and location of the course from the short course team. The email will also include the next steps with links to complete a pre-training review and to create a unique student identifier. You will need to follow the links to complete the pre-training review and create or confirm your unique student identifier. Your enrolment form will also be attached in this email.
3. **Enrol** – upon completion of the pre-training review, you need to sign and return your enrolment form including your unique student identifier number and photo ID. We will then process your enrolment in the short course.

4. **Attend and complete the short course** - 100% attendance of the short course is required. Upon successful completion of the short course, you will be sent a Statement of Attainment for the accredited units completed within 30 days.

If need any assistance with completing your booking, contact our Customer Service team via the live chat below, call 1300 648 911 or visit your nearest campus.

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Careers and Course Advice

Not sure which course is right for you? South West TAFE will help you find your way.

Our Careers Coaches at the [Skills and Jobs Centre](#) is here to support you. Whether you're exploring career options, transitioning from school to the workforce or looking to study after school we're here to help you.

Student Support

As a SWTAFE student, you can access a variety of support services that will enhance your study experience and help you complete your studies successfully. For more information about any of these services, [visit our student page](#).