

PACKAGE / COURSE LEARNING & ASSESSMENT STRATEGIES GUIDE

Package / Course Title: Training Package – TAA04

Certificate IV in Training and Assessment – TAA40104

Address language, literacy and numeracy issues within learning and assessment practice – TAALLN401B

Target groups: This unit specifies the competency required to work effectively in the policy and operating environment of the vocational education and training sector. It addresses the impact of the policy and operating environment of vocational education and training on work performance in a training and/or assessment organisation.
The competency specified in this unit is typically required by those involved directly or indirectly in the provision of training/ assessment services in a training and/or assessment organisation.

TRAINING DELIVERY

Strategies	Performance Indicators	Resources
Present framework of concepts and aims.	Develop ability to recognise LL&N requirements of the learning program and assessment process, including workplace training specifications, developing individual learning plan accordingly.	Learning options from facilitator's guide for discussion
Discussion Case study	Develop skills in interpretation and application of specialist advice and validated tools in determining LL&N characteristics of the learner/learner group.	Learning options from facilitator's guide for discussion Appropriate case study scenarios
Role play	Develop ability to take account of learner's language, literacy and numeracy skill levels and those required in the training specification in developing/ customising vocational learning program and assessment methodology.	
	Develop delivery and monitoring skills specific to a vocational learning and assessment program which takes account of learner's LL&N skill levels and those required in the training specification.	
Discussion Workplace project	Develop ability to analyse evidence to determine need for specialist learning support. Develop skills in accessing specialist LL&N services using organisational policies, protocols or guidelines.	
Work placement and/or simulation	All elements	Access to appropriate workplace or simulation of realistic workplace setting. Access to resources and equipment normally used in the workplace.
On-line		

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ASSESSMENT

Strategies	Performance Indicators	Resources
Portfolio	Demonstrate ability to recognise LL&N requirements of the learning program and assessment process, including workplace training specifications, documenting the development of a learning plan for a particular learner setting out activities and resources.	Resource manual Access to relevant training specifications
	Demonstrate skills in interpretation and application of specialist advice and validated tools in determining LL&N characteristics of the learner/learner group.	Access to relevant specialist advice
	Demonstrate ability to take account of learner's language, literacy and numeracy skill levels and those required in the training specification in developing/ customising vocational learning program and assessment methodology.	
Practical exercise	Demonstrate delivery and monitoring skills specific to a vocational learning and assessment program which takes account of learner's LL&N skill levels and those required in the training specification.	Resource manual
	Develop ability to analyse evidence to determine need for specialist learning support. Skills in accessing specialist LL&N services are applied using organisational policies, protocols or guidelines.	Access to relevant specialist advice Access to organisational documentation
Observation in the workplace or in a simulated workplace and under the normal range of workplace conditions	All elements Observation should include third party observations of the trainer and/or assessor with a range of learners.	Access to appropriate workplace where assessment can take place or simulation of realistic workplace setting.

List any special requirements / issues / amendments for any particular target group:
 Prerequisite units: *None*
 Recommended prior or co-learning units: *None*