

Delivery of Training and Assessment Qualifications

The delivery of quality training and assessment in the area of Training and Education, particularly the TAE40116 Certificate IV in Training and Assessment, is pivotal for the quality of delivery in the VET sector overall. The *Standards for Registered Training Organisations (RTOs) 2015* specify new requirements for trainer and assessor training. These new standards for trainer and assessor qualifications are included in the Training and Education Training Package (TAE) at Certificate IV and Diploma level.

In the *Standards for RTOs*, Clauses 1.14 to 1.16 and 1.18 require all VET trainers and assessors to have training and/or assessment competencies as specified in Schedule 1. These Clauses relate to the VET sector in general, but because of the importance of training and assessment competencies, the delivery of training and assessment qualifications for trainers and assessors is given special attention in Clauses 1.22 – 1.25.

This Fact Sheet describes current and future requirements for the delivery of training and assessment qualifications and skill sets. These are set out in the *Standards for RTOs* and in the TAC Users' Guide, so this Fact Sheet will focus on the purpose of these extra requirements, areas of concern and strategies to address them.

Employ experts to teach trainers and assessors

There is a need to understand that as trainers and assessors, graduates will now be a part of the training and assessment industry, and that they have now acquired another distinct field of expertise. Recognition of training and assessment as an industry in its own right, and not just an adjunct or accessory to another industry is important for the depth of engagement required of a learner, the level of industry engagement required of the TAE trainer/assessor, and for the self-identity of the graduate as an expert in two fields.

RTOs delivering TAE qualifications are encouraged to follow-up on their graduates at other RTOs to establish the effectiveness of the training and assessment services they have delivered, and to respond to observed deficiencies by adjusting their training and assessment strategies and the amount of training. RTOs delivering the TAE qualifications need to see themselves as role models of quality training and assessment that their graduates will emulate in their own vocational field.

The requirements for trainers and assessors found in Clauses 1.22 – 1.24 of the *Standards for RTOs* follow on the next page:

Required Trainer and Assessor Qualifications

Trainers and Assessors

- Anyone delivering and assessing any AQF qualification or skill set from the Training and Education (TAE) Training Package must hold the training and assessment qualification at least to the level being delivered (Clause 1.22).
 - *Equivalent competencies are not applicable.*
- Anyone delivering and/or assessing the **TAE40116** Certificate IV in Training and Assessment, or any assessor skill set from the TAE Training Package, must either;
 - hold a specified TAE Diploma from Schedule 1 item 7;
 - **TAE50111** Diploma of Vocational Education and Training,
 - **TAE50116** Diploma of Vocational Education and Training or its successor,
 - **TAE50211** Diploma of Training Design and Development,
 - **TAE50216** Diploma of Training Design and Development or its successor; or
 - hold a higher level qualification in adult education (Schedule 1 item 7);
- or work under supervision by a trainer/assessor with the above credentials.

Trainers and Assessors under supervision

- *Must be supervised by a trainer/assessor with the trainer/assessor qualifications (left)*
- *Must not determine assessment outcomes*
- Anyone delivering any AQF qualification or skill set from the Training and Education (TAE) Training Package must hold the training and assessment qualification at least to the level being delivered (Clause 1.22).
 - *Equivalent competencies are not applicable.*
- Any trainer working under supervision must hold the following qualifications;

Before 31 March 2019:

- **TAE40110** Certificate IV in Training and Assessment or
- **TAE40116** Certificate IV in Training and Assessment; or its successor; or
- **TAE40110** Certificate IV in Training and Assessment AND one of the following:
 1. **TAELLN411** Address adult language, literacy and numeracy skills or its successor or,
 2. **TAELLN401A** Address adult language, literacy and numeracy skills
 AND one of the following:
 1. **TAEASS502** Design and develop assessment tools or its successor,
 2. **TAEASS502A** Design and develop assessment tools or
 3. **TAEASS502B** Design and develop assessment tools

After 1 April 2019:

- **TAE40116** Certificate IV in Training and Assessment; or its successor; or
- **TAE40110** Certificate IV in Training and Assessment AND one of the following:
 1. **TAELLN411** Address adult language, literacy and numeracy skills or its successor or,
 2. **TAELLN401A** Address adult language, literacy and numeracy skills
 AND one of the following:
 1. **TAEASS502** Design and develop assessment tools or its successor,
 2. **TAEASS502A** Design and develop assessment tools or
 3. **TAEASS502B** Design and develop assessment tools

Independent validation of training and assessment qualifications

RTOs that deliver or are applying to deliver from the TAE Training Package must undergo external and independent validation of their training and assessment systems and tools, processes and assessment outcomes. Validation ensures that the systems and processes the RTO uses for its training and assessment are rigorous and that graduates are highly capable and appropriately qualified as set out in the training package.

Independent and external validation must be carried out by one or more persons, who has no involvement with the RTO, other than that of validation and:

- have the current skill and knowledge in vocational teaching and learning; and
- have the training and assessment qualification or assessor skill set at least to the level being validated.

Adding TAE Training Package Products to an RTO's scope of registration

Adding TAE Training Package Products to Scope

Adding a qualification/skill set to your existing TAE scope:

RTO's require the following to add a qualification or skill set to their current TAE scope:

- **Training and assessment strategies for TAE40116 Certificate IV in Training and Assessment.**
- **Assessment instruments for the following units:**
 - TAEASS403 Participate in assessment validation;
 - TAEASS502 Design and develop assessment tools;
 - TAEDEL401 Plan, organise and deliver group-based learning; and
 - TAEELN411 Address adult language, literacy and numeracy skills.
- **If the RTO has the superseded TAE40110 Certificate IV in Training and Assessment on scope, the current Training and Assessment Strategies and assessment instruments for the following units:**
 - TAEASS403B Participate in assessment validation; and
 - TAEDEL401A Plan, organise and deliver group-based learning

Adding TAE training product to your current scope

RTO's who are applying to add a TAE product to its current (non-TAE) scope, require the following:

- **A continuous registration for at least two years**
- **Training and assessment strategies for TAE40116 Certificate IV in Training and Assessment.**
- **Assessment instruments for the following units:**
 - TAEASS403 Participate in assessment validation;
 - TAEASS502 Design and develop assessment tools;
 - TAEDEL401 Plan, organise and deliver group-based learning; and
 - TAEELN411 Address adult language, literacy and numeracy skills.
- **Two examples for other qualifications/UOC currently on scope to demonstrate independent validation of the assessment system.**

For some of the core units the assessment conditions require the assessor to hold the TAE50116 Diploma of Vocational Education and Training or the TAE50111 Diploma of Vocation Education and Training or be able to demonstrate equivalence of competencies.

Independent Validation of TAE Training Package Products

All RTO's are required to provide evidence that they have undergone independent and external validation. The following evidence is required:

- **Independent validation of its assessment systems (tools, processes and outcomes) that will be adopted for delivery.**
- **Independent validation of its assessment systems for the superseded TAE40110 Training and Assessment qualification if already on scope.**
- **Details of the independent validator and their qualifications.**

Common misunderstandings, challenges, risks and compliance issues

The new requirements specifically included for TAE qualifications reflect concerns that this pivotal field of expertise is not being well delivered.

Evidence of this is readily found in the non-compliance observed and regularly reported by registering bodies Australia-wide. In particular these reports reveal that the most common non-compliances relate to the quality of competency-based assessment – a significant core component of the TAE40116 Certificate IV in Training and Assessment.

A second concern is the steady reduction in the duration of the delivery of the TAE40116 Certificate IV in Training and Assessment. It is not uncommon to find courses that do not involve an adequate amount of training for a Certificate IV outcome. More information on appropriate amount of training is available in the [Amount of Training Fact Sheet](#).

Suggestions for good practice



Direct Supervision

Clauses 1.23 and 1.24 require that a trainer/assessor in training and assessment is to be supervised if they do not have one of the higher-level qualifications specified in Item 7 of Schedule 1. To ensure this act of supervision is thorough rather than superficial, RTOs will need to establish a formal process for the supervision of all training and assessment personnel by a person who has the qualifications specified in Item 7 of Schedule 1. Assessors of TAE candidates who do not have these qualifications cannot determine assessment outcomes. They may conduct assessments to gather evidence, but the assessment judgement decision must be made by a person who has the qualifications specified in Item 7 of Schedule 1.

This supervision required is intended to ensure quality in all aspects of the training delivery and assessment process. Of particular importance is the proper design and development of assessment tools. RTOs will not only be required to demonstrate how this supervision is managed and who makes the assessment judgements, but also how this supervision has resulted in quality training and assessment processes and products.



Higher Level Qualification in Adult Education

Item 7 of Schedule 1 allows for 'a higher level qualification in adult education' as an alternative to the specified TAE Diplomas. It is important to note that this would not include higher level qualifications that are designed as preparation for teaching children in schools. This is because teacher training has a different focus to both competency-based assessment and adult education, and cannot be considered equivalent.

If RTOs wish to go down this path, it would be necessary for the RTO to have evidence that establishes the relevance of the higher level qualification in adult education to the sector. It would be expected that the qualification or units would specifically mention adult education. There is no established list of possible higher level qualifications in adult education that could be used. Justification for use of higher level qualifications in adult education as an alternative to the specified TAE Diplomas would have to be established by the RTO on a case by case basis.



Independent Validation

RTOs must have established and implemented independent validation processes that conform to Clause 1.25, Schedule 2, and the definitions of validation and independent validation. In particular, the validation process must be conducted by a person not employed or contracted to the RTO for the provision of training or assessment services, and who has no other involvement or interest in the operations of the RTO. The independent validator must have current knowledge and skills in vocational teaching and learning and the training and assessment qualification or assessor skill set at least to the level being validated (Schedule 2).

RTOs who are delivering training and assessment in TAE will be required to demonstrate compliance with these requirements, to make recommendations for future improvements and to act upon those recommendations. To demonstrate compliance RTOs will need to provide documented evidence of the qualifications of the independent validator(s), the validation processes, and the validation outcomes and their implementation.