

Recognition of Prior Learning (RPL) for TAE50116 Diploma of Vocational Education and Training & TAE50216 Diploma of Training Design and Development

Complete this kit & email back to RPL@plenty.edu.au

This RPL kit is used as the first step in assessing candidates against the requirements of the TAE50116 and the TAE50216 qualifications.

What's RPL?

RPL stands for 'Recognition of Prior Learning' and is an assessment only process that lets people with substantial existing skills and knowledge demonstrate their competence without having to first be trained. There are many advantages in undertaking the RPL process with Plenty RPL:

- **Competitive edge!** Gain a powerful, competitive edge with this very popular qualification.
- **Speed!** We support busy professionals by structuring most of the RPL assessment around a 1-2 hour meeting, video conference or telephone call.
- **Quality!** Utilise well-designed and high-quality RPL processes with Plenty Training, which enjoys consistently high average quarterly feedback scores of over 4 out of 5 from around 3,000 students per year.

How much?

There is no charge to complete this application, submit it to us and have an assessor recommend whether or not you are a suitable candidate for RPL. Upon enrolment the applicable RPL fee will apply.

“ We offer a 100% refund** if we don't get you 'over the line' – provided you answer all of our questions truthfully! ”

The qualification

TAE50116 is for experienced trainers and assessors working within the Vocational Education and Training (VET) sector. They often lead other trainers and assessors and provide mentoring to new trainers or assessors, and design learning and assessment strategies within the RTO. **TAE50216** relates to training developers and instructional designers who analyse training needs and design training solutions to meet workplace capability requirements, and evaluate training effectiveness. **From 01 April 2019, you are required to hold either one of these qualifications^ if you train and assess the TAE40116.**

What now?

1 Select your units	Select the units on the following pages which are most consistent with your experience and background.
2 Email us this kit and your resume	Send us this completed kit and your resume. We will review your selected units and your background and let you know whether we think you are suitable for RPL.
3 Enrol	If we believe that you are suitable for RPL we will invite you to enrol. You can enrol via telephone.
4 RPL meeting	You will be sent a list of the topics ahead of a 1–2 hour RPL interview via meeting or telephone at a mutually-convenient time.
5 Follow-up evidence	We will send you a list of any follow-up evidence items discussed during the RPL interview (such as documents you have produced). All evidence must be current. This generally means it needs to be from within the past two - three years.

[^]There are also other qualifications you may hold. See Standards for Registered Training Organisations (RTOs) 2015 – Standard 1.23

^{**}Terms and conditions apply. See our website for details.

Call us on 1800 786 651 if you need any help

Candidate Information

Name

Telephone

Email

List any training and assessment qualifications (e.g. TAE40110) you already hold

Attach your CV or summarise your training and assessment experience

Do you have access to a former employer or supervisor who can attest to your experience? Yes No

What professional development have you undertaken within the past year or so to ensure that you maintain the currency of your training and assessment competencies?

Worked in training and assessment

Subscribed to training and assessment newsletters

Attended training courses or seminars

Research I have performed (reading relevant books, researching current information, etc.)

Other » specify:

Any other comments?

I certify that my answers are true and accurate to the best of my knowledge and I apply for preliminary RPL assessment at this time.

RPL candidate signature

Date

Self-assessment (ten units)

The **TAE50116** qualification requires a **total of ten units consisting of six core units plus any four elective units** chosen from the list below, while the **TAE50216** qualification requires a **total of ten units consisting of five core units plus any five elective units** chosen from the list below.

You must select all core units plus the electives which best match your experience and background for the qualification for which you are applying for RPL for.

****IMPORTANT - Please read if you are applying for Dual RPL****

To assist you in applying for RPL for both TAE50116 and TAE50216 qualifications, a minimum selection of units is needed to satisfy both packaging rules. **It is mandatory that you have experience, knowledge and skills in all units highlighted grey plus one additional elective unit.**

✓	Unit	TAE50116	TAE50216	Experience I have:	Knowledge I can answer questions on:	Evidence ¹ I can provide evidence that I have:
	TAEASS501 Provide advanced assessment practice	Core	Elective	Developed and extended assessment expertise. Practised assessment. Led and influenced other assessors. Evaluated and improved assessment approaches	Competency-based assessment. Units of competency. AQTF / VQF. Assessment methods & tools. Appeals mechanisms. Assessment strategies and assessment plans. Legal, organisational and ethical responsibilities.	Undertaken and documented assessment of at least 20 individual candidates, against at least one unit of competency. Assessment against a total of 50 units of competency. Led assessment among a group or team of assessors, consisting of at least 3 individuals. Reviewed assessment processes and approaches and proposed changes.
	TAEASS502 Design and develop assessment tools	Core	Core	Determined focus of the assessment tool. Designed assessment tool. Developed assessment tool. Reviewed and trialled assessment tool.	Principles of assessment. Different types and rules of evidence. Different assessment contexts. Dimensions of competency. Contextualisation. Training package assessment guidelines. Assessment methods. Reasonable adjustment.	Developed at least three assessment tools that support different assessment methods and address at least one unit of competency each. Include: instruments for collecting evidence, reflecting principles of assessment and rules of evidence, instructions to assessors and candidates. Addressed contextual needs of different environments. Reported on trial and review of each assessment tool, including proposed changes.
	TAEDEL502 Provide advanced facilitation practice	Core	Elective	Extended facilitation practices. Prepared for complex environments. Prepared for learners with complex needs. Developed learner independence. Reflected on and improved practice.	Learning theory. Delivery modes and facilitation techniques. VET-sector code of practice and ethics. Contextualisation.	Conducted a minimum of 100 hours of group facilitation. Collected feedback from at least two peers and 10 learners. Analysed feedback from a range of sources.

¹ Evidence might include third-party certification from a former supervisor or employer (we provide all necessary templates), assessment records, copies of documents you have produced, etc. Evidence must also be from within the past 2-3 years.

Self-assessment (ten units) cont.

✓	Unit	TAE50116	TAE50216	Experience I have:	Knowledge I can answer questions on:	Evidence ¹ I can provide evidence that I have:
	TAEDES501 Design and develop learning strategies	Core	Core	Determined the parameters of the learning strategy. Developed the framework for the learning strategy. Devised the content and structure of the learning strategy. Reviewed the learning strategy.	Training packages. Accredited courses. AQTF/ VQF. AQF. Industry and enterprise knowledge. Learning theory. Assessment approaches.	Prepared and presented a min of two learning strategies reflecting requirements of qualification and client needs. Documented a continuous improvement review.
	TAE LLN501 Support the development of adult language literacy & numeracy skills	Core	Elective	Analysed the purpose and context for language, literacy and numeracy development. Determined learners' language, literacy and numeracy skill level. Designed and applied strategies to develop literacy and numeracy skills. Reviewed strategies. Developed and extended own and other's LLN practice.	Function of LLN skills in Australian society. Recent research e.g. ABS surveys. ACSF. Strategies and resources used to build LLN skills appropriate to vocational work. Linguistic styles. Levels of formality. Linking to context. Skimming, scanning and critical analysis. Numeracy and language knowledge to the level being taught.	Determined LLN levels using ACSF based validated tools for at least five learners. Determined requirements of training based on ACSF. Incorporated LLN support strategies into training and assessment planning, relevant to two different learners or learner groups. Reviewed strategies. Leading others to extend practice.
	TAE PDD501 Maintain and enhance professional practice	Core	Elective	Modelled high standards of performance. Determined personal development needs. Collaborated with peers in professional development. Participated in professional development activities. Reflected on and evaluated professional practice	Continuous improvement techniques and processes. Social and education trends and changes in VET. Networks relevant to professional practice. Ethical and inclusive principles and practices. Types and availability of development activities and opportunities.	Documented, reflected and discussed with peers evidence of feedback from at least 10 hours of facilitation practice and interviews with assessors covering at least the assessment of 10 candidates.
	TAEDES502 Design and develop learning resources	Elective	Core	Researched the learning resource requirements. Designed the learning resource and planned the content. Developed the learning resource content. Reviewed learning resource prior to implementation. Evaluated the design and development process.	Principles, theories and contemporary practices of instructional design. Main branches of learning theory. LLN issues. Using the ASCF. Legal, organisational and ethical responsibilities. Copyright and privacy laws.	Researched, designed and developed two print based resources. Consulted, researched and documented findings. Reviewed and trialed one resource, including user feedback.

Self-assessment (ten units) cont.

✓	Unit	TAE50116	TAE50216	Experience I have:	Knowledge I can answer questions on:	Evidence ¹ I can provide evidence that I have:
	TAEDES505 Evaluate a training program	Elective	Core	Planned and prepared evaluation. Collected and collated evaluation data and information for a training program. Analysed evaluation data and information and made conclusions Reported on the conclusions and recommendations of the evaluation.	Training packages. Terminology relating to quality evaluation processes. Range of evaluation models/ methods. Security of information and confidentiality. Different methodologies for evaluation including when qualitative and quantitative measures are most useful.	Evaluated a training program against workforce performance needs and capability requirements. Produced an evaluation report that addresses all phases of the evaluation process. Critically reviewed the evaluation process and approaches taken and propose changes to improve the process.
	TAETAS501 Undertake organisational training needs analysis	Elective	Core	Identified the organisation's needs Conducted training needs analysis. Provided advice to the organisation.	Competency standards. Training Packages. AQTF/NVR. Risk identification. Evaluation and research methodologies. Principles of IP. Training and development strategies. Change management concepts/strategies. OHS relating to training needs analysis.	Researched, conducted and provided advice through a training needs analysis. Prepared at least two training needs analyses for one or more organisations. Collected evidence.
	TAEASS503 Lead assessment validation processes	Elective	Elective	Monitored assessment practice. Coordinated assessment validation activities.	Purpose and focus of internal and external validation and its critical aspects. Different activities and tools for validation. AQTF / NVR. Assessment system policies and procedures Assessment tools. Rules of evidence. Assessment strategies and assessment plans. Assessment validation. Legal, organisational and ethical responsibilities associated with VET assessments.	Led at least one validation process Supported other assessors. Contributed to the work of assessors in assessments and validation. Initiated, organised and facilitated assessment validation on at least three occasions. Used outcomes of validation and appeals to improve assessment practice.

Self-assessment (ten units) cont.

✓	Unit	TAE50116	TAE50216	Experience I have:	Knowledge I can answer questions on:	Evidence ¹ I can provide evidence that I have:
	TAEDEL501 Facilitate e-learning	Elective	Elective	Established the e-learning environment. Introduced e-learning. Guided and facilitated e-learning. Monitored e-learning. Reviewed e-learning processes.	Adult learning principles. The use of technologies and tools to monitor the learner. Relevant learning management systems. Structure and content of relevant e-learning resources. Ethics and codes of conduct regarding e-learning. WHS relating to the work role.	Facilitated one complete e-learning program providing detail about: <ul style="list-style-type: none"> • learners needs • delivery plan • protocols for the learning environment • support mechanisms • two examples of organising and facilitating a minimum of two e-learning activities covering diverse e-learning environments • monitored and reviewed the program.
	TAEDES503 Design and develop e-learning resources	Elective	Elective	Determined the scope and researched the e-learning resource. Designed the e-learning resource. Developed the e-learning resource. Reviewed, trialed and evaluated the e-learning process.	Characteristics of the intended learner or group that may impact on learning. Current and emerging technologies available for e-resources. Project methodology to ensure design and development meets requirements of budget, time, resources, etc. Principles around effective learning using technology. Concepts of IP and legal requirements. Range of e-learning environments and products. Design models and technical requirements for e-learning resources. How design models and technical resources affect learning.	Researched, designed and developed two e-learning resources. Completed development of one resource, with documented evidence of: <ul style="list-style-type: none"> • review and trial • user feedback • final e-learning resource • candidates specific role in the development process.

Self-assessment (ten units) cont.

✓	Unit	TAE50116	TAE50216	Experience I have:	Knowledge I can answer questions on:	Evidence ¹ I can provide evidence that I have:
	TAELLN411 Address adult language, literacy & numeracy skills	Elective	Elective	Analysed LLN requirements. Selected and used resources and strategies to address LLN skill requirement. Used specialist LLN support where required. Evaluated effectiveness of learning support and assessment strategies in addressing LLN requirements.	Critical LLN skills essential to workplace performance. Identify cultural and social sensitivities to those with LLN-challenges. Sources of LLN resources, strategies and support. Techniques for evaluating own training and assessment practice.	Used tools to identify the LLN skill requirements of training specifications. Gathered information on the LLN skills of a learner group. Identified sources of support to address at least two of the identified LLN skill needs of the learner group. Customised and used two learning resources to address LLN requirements. Selected, used and reviewed two instructional strategies that directly address the identified LLN needs of the learner group. Selected, used and reviewed at least two assessment strategies that cater for the identified LLN needs of the learner group. Determined areas for improvement of own practice.
	Any other current Diploma level unit	Elective	Elective	Specify unit and attach training record or statement of attainment:		
	Any other current Diploma level unit	Elective	Elective	Specify unit and attach training record or statement of attainment:		

Congratulations, you have now completed the first stage of the RPL process!
Email this document to us at RPL@plenty.edu.au (along with your resume) and we'll get back to you within 24 hours!