



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

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# DIPLLOMA OF TRAINING & ASSESSMENT

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INSTITUTE OF CONTINUING & TESOL EDUCATION  
THE UNIVERSITY OF QUEENSLAND (ICTE-UQ)



# DIPLOMA OF TRAINING AND ASSESSMENT

## **The Institute of Continuing and TESOL Education (ICTE-UQ)**

The University of Queensland's Institute of Continuing and TESOL Education (ICTE-UQ) is a Registered Training Organisation (RTO) and offers nationally recognised training including various qualifications and courses from the TAA04 Training and Assessment Training Package.

The TAA04 Training and Assessment Training Package is designed to meet the competency development and qualification needs of personnel working in a broad range of work functions within vocational education and training. Two qualifications are included within the TAA04 Training and Assessment Training Package:

1. TAA40104 Certificate IV in Training and Assessment
2. TAA50104 Diploma of Training and Assessment

## **Diploma of Training and Assessment Courses**

The Diploma of Training and Assessment is the current industry standard for anyone engaged in advanced training and assessment practice which may also include the development of training products, provision of training advisory and consultancy services and leadership and co-ordination of training and assessment services.

Entrants to the Diploma must have the core units of the TAA40104 Certificate IV in Training and Assessment. The course comprises 12 units of competency packaged as 5 core units plus 7 elective units (Refer page 3).

Participants in the course will receive Recognition of Prior Learning (RPL) for any relevant knowledge and skills that they have already acquired. They may receive recognition of prior learning for any of the 5 core units and any 7 of the available elective units (Refer page 3).



NATIONALLY RECOGNISED  
TRAINING

## Course Structure

The Diploma of Training and Assessment course involves personalised individual, group-based and flexible (at-home and/or at-work) learning and assessment with ongoing support and guidance from course facilitators.

The Diploma of Training and Assessment course consists of:

1. Personalised individual learning and assessment sessions by appointment as required.
2. Group-based learning and assessment sessions by appointment as required and coordinated with other Training and Assessment course participants.
3. Flexible (at-home and/or at-work) learning and assessment for a period of up to twelve months. Participants are provided with ongoing support and guidance from course facilitators, comprehensive online resources and print-based learner guides. Participants complete tasks in both a simulated 'business services' practice environment and in their own vocational practice environment during this time. Access to a vocational practice environment is required. Participants take varying amounts of time to complete this section of the course dependent on their prior skills and knowledge.

Corporate courses are also available and can be offered in-house. Any number of days of group-based learning and assessment blended with flexible learning and assessment can be offered to satisfy the specific needs of each corporate client.

## Course Features

Some of the features incorporated in the design of the course include:

1. The units of competency are grouped and sequenced so that participants can learn and be assessed through a logical progression of work-related tasks.
2. Personalised individual learning and assessment sessions provide the optimum format for recognition of prior learning and for guidance throughout the course.
3. Interactive group-based learning and assessment activities are provided as required so that participants can enjoy a collaborative learning environment.
4. Ongoing communications by phone and email, comprehensive online resources and print-based learner guides provide support and guidance to participants as they undertake their flexible learning activities.
5. Confidential online task status reports are used to provide participants with ongoing feedback regarding the satisfactory completion of their learning and assessment tasks.

## Course Facilitators

Chris and Rebecca Meyers have professional backgrounds in business, education, software development and health promotion. They have been facilitating a variety of courses in workplace training and assessment at the University of Queensland since 2002. They bring this experience and their highly interactive facilitation style to the delivery of quality courses in training and assessment. Their years of experience, personable nature and interactive and supportive facilitation style combine to ensure quality outcomes for both employers and course participants. They both hold the Diploma of Training and Assessment and have established links and a strong affiliation with the training industry in Australia.

## Course Fees 2009

\$2,895.00

(Includes tuition, comprehensive online resources and print-based learner guides)

## Enrolment

Please complete an enrolment form (available from ICTE-UQ) and return it by fax, mail or email, or phone (07) 3346 6705 to enrol over the phone.

Please note that your employer can be invoiced for the course fee if required. You will receive written confirmation of your enrolment, a receipt for payment and comprehensive information regarding your attendance including venue, facilities, directions, access and parking.

## Units of Competency: Core & Elective Units

### TAA50104 Diploma of Training and Assessment

The table to the right shows the available Units of Competency grouped by core and elective units. For further details of the Units of Competency that are available towards the TAA50104 Diploma of Training and Assessment, consult the Qualifications Framework of the TAA04 Training and Assessment Training Package available on the National Training Information website [www.ntis.gov.au](http://www.ntis.gov.au).

COMPETENCY FIELD AND UNITS OF COMPETENCY	
<b>CORE UNITS</b>	
LEARNING ENVIRONMENT	
	TAAENV501B Maintain and enhance professional practice
LEARNING DESIGN	
	TAADES501B Design and develop learning strategies
DELIVERY AND FACILITATION	
	TAADEL503B Provide advanced facilitation to support learning
ASSESSMENT	
	TAAASS501B Lead and coordinate assessment systems and services
COORDINATION, MANAGEMENT AND QUALITY OF TRAINING/ASSESSMENT SERVICES	
	TAAACMQ503B Lead and conduct training and/or assessment evaluations
<b>ELECTIVE UNITS</b>	
LEARNING DESIGN	
	TAADES502B Design and develop learning resources
	TAADES503B Research and design e-learning resources
	TAADES504B Develop and evaluate e-learning resources
DELIVERY AND FACILITATION	
	TAADEL402B Facilitate group-based learning *
	TAADEL501B Facilitate e-learning
	TAADEL502B Facilitate action learning projects
	TAADEL504B Lead and coordinate training services

\* Unit is an elective unit in TAA40104 Certificate IV in Training and Assessment and may have already been attained by the course participant.

## Course Structure: Delivery Sequence

### TAA50104 Diploma of Training and Assessment

The table to the right shows the Units of Competency grouped by delivery sequence. For further details of the Units of Competency that are available towards the TAA50104 Diploma of Training and Assessment, consult the Qualifications Framework of the TAA04 Training and Assessment Training Package available on the National Training Information website [www.ntis.gov.au](http://www.ntis.gov.au).

CLUSTER AND UNITS OF COMPETENCY	
RECOGNITION	
R	TAADEL402B Facilitate group-based learning *
GROUP 1	
1	TAAENV501B Maintain and enhance professional practice
2	TAADEL504B Lead and coordinate training services
3	TAAASS501B Lead and coordinate assessment systems and services
4	TAAACMQ503B Lead and conduct training and/or assessment evaluations
GROUP 2	
5	TAADES501B Design and develop learning strategies
6	TAADES502B Design and develop learning resources
7	TAADEL502B Facilitate action learning projects
8	TAADEL503B Provide advanced facilitation to support learning
E-LEARNING CLUSTER	
E1	TAADES503B Research and design e-learning resources
E2	TAAASS402B Develop and evaluate e-learning resources
E3	TAADEL501B Facilitate e-learning

\* Unit is an elective unit in TAA40104 Certificate IV in Training and Assessment and may have already been attained by the course participant.

# Learning Resource Plan

TAA50104 Diploma of Training and Assessment



LEARNING RESOURCE	
1	Individual or Group-Based Learning and Assessment (By Appointment as Required)
2	Simulated Practice Environment (TAA Course Facilitators and/or TAA Course Participants)
3	Distance-Based Learning Facilitation (Email and Phone)
4	Online Resources (TAA Courses Website)
5	Print-Based Learner Guide (ISBA TAA04 Learner Guide)
6	Online E-Learning Resources (TAA Courses E-Learning Website)

UNITS OF COMPETENCY							
RECOGNITION		1	2	3	4	5	6
R	TAADEL402B Facilitate group-based learning *	•	•	•	•	•	
GROUP 1							
1	TAAENV501B Maintain and enhance professional practice	•		•	•	•	
2	TAADEL504B Lead and coordinate training services	•	•	•	•	•	
3	TAAASS501B Lead and coordinate assessment systems and services	•	•	•	•	•	
4	TAAACMQ503B Lead and conduct training and/or assessment evaluations	•	•	•	•	•	
GROUP 2							
5	TAADES501B Design and develop learning strategies	•		•	•	•	
6	TAADES502B Design and develop learning resources	•		•	•	•	
7	TAADEL502B Facilitate action learning projects	•	•	•	•	•	
8	TAADEL503B Provide advanced facilitation to support learning	•	•	•	•	•	
E-LEARNING CLUSTER							
E1	TAADES503B Research and design e-learning resources	•		•	•		•
E2	TAADES504B Develop and evaluate e-learning resources	•		•	•		•
E3	TAADEL501B Facilitate e-learning	•		•	•		•

\* Unit is an elective unit in TAA40104 Certificate IV in Training and Assessment and may have already been attained by the course participant.

# Assessment Method Plan:

## TAA50104 Diploma of Training and Assessment

GROUP AND UNITS OF COMPETENCY		1	2	3	4	5	6
<b>RECOGNITION</b>							
R	TAADEL402B Facilitate group-based learning *		•	•	•		•
<b>GROUP 1</b>							
1	TAAENV501B Maintain and enhance professional practice				•		•
2	TAADEL504B Lead and coordinate training services		•	•	•		•
3	TAAASS501B Lead and coordinate assessment systems and services		•	•	•		•
4	TAAACMQ503B Lead and conduct training and/or assessment evaluations		•	•	•		•
<b>GROUP 2</b>							
5	TAADES501B Design and develop learning strategies				•		•
6	TAADES502B Design and develop learning resources				•		•
7	TAADEL502B Facilitate action learning projects		•	•	•		•
8	TAADEL503B Provide advanced facilitation to support learning		•	•	•		•
<b>E-LEARNING CLUSTER</b>							
E1	TAADES503B Research and design e-learning resources				•		•
E2	TAADES504B Develop and evaluate e-learning resources				•		•
E3	TAADEL501B Facilitate e-learning				•		•

\* Unit is an elective unit in TAA40104 Certificate IV in Training and Assessment and may have already been attained by the course participant.

### ASSESSMENT METHOD INDEX

	ASSESSMENT METHOD	ASSESSMENT TOOLS	EVIDENCE
1	Observation (Vocational Environment)		
2	Observation (Simulated Environment)	Task Instructions / Templates	Performance Checklists
3	Third Party Report	Task Instructions / Templates	Third Party Reports
4	Product or Document Review	Task Instructions	Reports and Portfolios
5	Written Questioning		
6	Verbal Questioning	Task Instructions / Templates	Performance Checklists



# 2009 Course Dates and Attendance Schedule:

TAA50104 Diploma of Training and Assessment

## 2009 COURSE ATTENDANCE DATES

TERM	DATES (APPOINTMENTS ARE AVAILABLE ON THE FOLLOWING DAYS)	
1	Tuesday 27 January Tuesday 3 February Tuesday 17 February Tuesday 24 February Tuesday 3 March	Tuesday 10 March Tuesday 17 March Tuesday 31 March Tuesday 7 April
2	Tuesday 21 April Tuesday 28 April Tuesday 5 May Tuesday 19 May	Tuesday 26 May Tuesday 2 June Tuesday 9 June Tuesday 23 June
3	Tuesday 14 July Tuesday 21 July Tuesday 4 August Tuesday 11 August	Tuesday 18 August Tuesday 25 August Tuesday 1 September Tuesday 15 September
4	Tuesday 6 October Tuesday 13 October Tuesday 27 October Tuesday 3 November	Tuesday 10 November Tuesday 17 November Tuesday 24 November Tuesday 8 December

## 2009 GROUP BASED LEARNING & ASSESSMENT SCHEDULE

TIMES	SESSION
9.00am - 10.30am	Session 1: Individual or Group-Based Learning and Assessment (By Appointment as Required)
10.45am - 12.30pm	Session 2: Individual or Group-Based Learning and Assessment (By Appointment as Required)
12.30pm - 1.30pm	Lunch
1.30pm - 3.00pm	Session 3: Individual or Group-Based Learning and Assessment (By Appointment as Required)
3.15 - 5.00pm	Session 4: Individual or Group-Based Learning and Assessment (By Appointment as Required)

# CONTACT US

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