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| **TAE pre-enrolment skills evidence**This form will help us to assess your existing training and assessment skills and experience to help us determine the appropriate amount of learning you will require. If you have extensive skills, it may be possible to sign off some units through RPL. |

**Applicant Details:**

|  |  |
| --- | --- |
| **1. Qualification you are seeking entry or RPL into** |  |
| **Current Training position:** |
| **Years of professional practice in VET industry:** |
| **2 Personal Details** |
| Surname |  |
| Preferred Title (Mr, Mrs, Ms, Miss) |  |
| First Name/s |  |
| Any other name used |  |
| Home Address |  |
| Postal address if different from above  |  |
| Telephone Numbers | Home: | Work: |
| Mobile: | Fax: |
| Date of Birth |  / /  |
| Gender  | MALE 🗆 / FEMALE 🗆 |
| Age |  |
| Are you a permanent Resident of Australia | YES 🗆 / NO 🗆 |
| **3 Current Employment**  |
| Are you currently employed?If Yes, in which occupation are you currently employed? Who is your current employer?  | YES 🗆 / NO 🗆………………………………………………………………………………………………………………. |
| **4. Armed Forces details (If Applicable)** |
| Branch of Service |  |
| Trade classification on discharge |  |

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| **5. Further Training** |
| Have you undertaken any Training and Assessment qualifications or higher-education adult learning qualifications? | YES 🗆 / NO 🗆 |
|  |
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|  |
| Do you wish to apply for RPL into any of the units in this qualification? | YES 🗆 / NO 🗆 |
| **If Yes please list. (just supply the codes).** | You will be required to provide certificates and statements of results  |
|  |
|  |
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|  |
| **6. Is there any further information you wish to give in support of your application?** |  |
| **7. Professional Referees (relevant to Training and Assessment experience)** |
| NamePositionOrganisationPhone NumberMobile NumberEmail Address |  |
| NamePositionOrganisationPhone NumberMobile NumberEmail Address |  |

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| **APPLICANT EMPLOYMENT HISTORY FORM** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name, Address and Phone number of Employers** | **Period of Employment****(DD/MM/YYYY)** | **Position Held** | **Full Time** **Part-time** **Casual**  | **Description of Major Duties** |
| **From** | **To** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |
| **4.** |  |  |  |  |  |

THE FOUNDATION SKILLS FOR BEST PRACTICE

Identify what skills you already possess. This will help up determine the amount of training you require.

|  |  |  |
| --- | --- | --- |
| **Tick** | **I would like to learn this task/Topic** | **I can do this already and this is my evidence** |
|  | How a knowledge of adult learning styles, whole brain theories and basic learning psychology to improve my planning of learning activities |  |
|  | Use a Unit of Competency to develop a TNA checklist or RPL checklist |  |
|  | Conduct a Training Needs Analysis(TNA) and write up a proforma TNA project plan |  |
|  | Analyse a work task or task set and map it in a Skills Matrix as a planning tool |  |
|  | Unpack a Unit of Competency and develop a master assessment matrix |  |
|  | Develop assessment plans for workplace learning |  |
|  | Cluster related or co-requisite Units by using an holistic mapping tool |  |
|  | Use a validation checklist to self-check own work against the Principles of Assessment |  |
|  | Write assessment tools for different AQF levels |  |
|  | Prepare RPL assessment tools |  |

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| **Tick** | **I would like to learn this task/Topic** | **I can do this already and this is my evidence** |
|  | Use a risk assessment matrix to check the quality and inherent risks in different RPL/RCC evidence types |  |
|  | Check the legal/ethical/organisational requirements relating to evidence collection |  |
|  | Prepare an assessment resource checklist |  |
|  | Develop or use validation tools and take part in validation processes |  |
|  | Develop learning methodologies and learning resource matrices as simple planning tools |  |
|  | Develop program plans, session plans and action learning plans |  |
|  | Evaluate a commercial resource through validation mapping and an evaluation checklist |  |
|  | Write learning resources to commercial publication standards |  |
|  | Produce accurate costings of training resource development and training and assessment activities |  |
|  | Develop an information/induction session includingsafety induction program (with handouts) |  |
|  | Interview or evaluate learner groups and profile them |  |

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| **Tick** | **I would like to learn this task/Topic** | **I can do this already and this is my evidence** |
|  | Look at the organisation as a Learning Organisation and develop a simple learning culture proposal |  |
|  | Conduct effective risk and hazard safety assessments |  |
|  | Develop a safety risk assessment report and a safety risk control action plan |  |
|  | Develop learner plans for coaching and mentoring  |  |
|  | Learn (and demonstrate) some techniques for workplace coaching and mentoring |  |
|  | Conduct an evaluation on learning and assessment and prepare a simple report |  |
|  | Explain the industry structure and the legal aspects of compliance in the VET industry |  |
|  | Keep training records and issue qualifications |  |
|  | Use access and equity principles to plan information and to deliver training and assessment services |  |
|  | Provide information to prospective students and comply with AQTF standards |  |

| **Supporting evidence****(as relevant)** | Tick the items you can provide | Year completed | **Office Use Only** – assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation |
| --- | --- | --- | --- |
| Brief CV or Work History |  |  |  |
| Testamurs/Results of Assessment |  |  |  |
| Certificates/Results of Assessment – interstate/overseas |  |  |  |
| Testamurs/Results of Assessment – universities |  |  |  |
| Results/Statement of Attendance/ Certificates – vendor training courses |  |  |  |
| Results/Statement of Attendance/ Certificates – in house courses |  |  |  |
| Results/Statement of Attendance/ Certificates – workshops, seminars, symposiums, etc |  |  |  |
| References/letters from previous employers/supervisors |  |  |  |
| Third party reports |  |  |  |
| Any other documentation that may demonstrate industry experience (list): |  |  |  |