

Oxford Training Academy Pty Ltd trading as

## SAVILE Learning

RTO No: 45452

### TAESS00019 Assessor Skill Set

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**Course currency status:** Current

#### **Course description**

This skill set provides the necessary skills and knowledge for people to conduct assessment and operate without supervision in the vocational education and training (VET) sector, in accordance with the Standards for RTOs.

*TAESS00019 Assessor Skill Set: On completion of these three units, registered secondary school teachers will be able to train and assess in any VET context without supervision.*

#### **Duration:**

This full course is designed to be completed within 3 months from course attendance dates, providing participants time to complete the required 3 units of competency to complete the full skill set and a period for re-submitting any outstanding assessments at the end of the course.

#### **Course Demands:**

We offer face-to-face classes for all participants.

This course consists of three consecutive days. Participants are guided as to when each unit should be completed but have the flexibility to submit assessments in any order that best suit their individual needs.

This time frame of three months includes all learning and assessment activities. It is anticipated the course length will be adjusted to cater to individual participants' requirements where needed. The scheduled dates for face-to-face training, the learning methodologies employed, and subsequent assessments have been designed to specifically cater to secondary school teachers, requiring gap training.

#### **Course Delivery:**

A blended delivery model is employed including face-to-face sessions, application of skills and knowledge in simulated and workplace environments, and self-directed learning. All participants are offered support outside of face-to-face classes through on-demand individual tutorials and drop-in sessions. Each cohort of participants will consist of up to a maximum of 16 students in our training space and up to 20 in sessions offered at schools where space is appropriate.

Resources for the course are provided to all participants. Participants are expected to undertake learning activities before the face-to-face session in preparation for the training.

Resources include but are not limited to:

- Participant Learner Guides (PDF and online resources)
- Online Simulated RTO Environment
- PowerPoints

The following techniques are employed during face-to-face delivery depending on the subject matter:

- Trainer presentations and demonstrations
- Videos
- Individual tasks
- Case studies
- Research
- Role-plays
- Practical demonstrations
- Group work.

#### **Assessment:**

Most assessments will be completed in the participant's own time and workplace; however, some assessments will take place in a simulated environment at Savile's training facility or another designated facility.

Assessment methods include a combination of written questions, projects, observation, including that of third parties (where applicable) and case studies. Simulated workplace environments will be created during assessment tasks to create as close to real-life situations as possible.

Participant's competency against the unit of competency specifications is assessed throughout the course. Participants are provided with opportunities for re-assessment if they fail to demonstrate competency during assessment tasks.

Participants will be informed of assessment processes and methodologies pre-enrolment. Assessors will provide copies of the assessment tasks per the assessment schedule and discuss the assessment requirements with each student before they attempt each task.

#### **Entry Requirements:**

Those entering this qualification must be able to demonstrate vocational competence in their proposed training and assessing area. Vocational competence is defined as broad industry knowledge and experience, and may include, but is not limited to, holding a relevant unit of competency or qualification.

Participant's existing skills and knowledge, including Language, Literacy, Numeracy, and Digital (LLND) skills will be evaluated as part of the pre-enrolment process. This is called a Pre-Training review.

The pre-training review will review existing qualifications completed, and work experience and may involve an interview process to determine if entry requirements are met. Savile will determine if the course is suitable for the participant and whether it addresses their learning needs.

## Pathway Information:

### Training Pathway

Participants who complete this course may progress into further studies including but not limited to, the full TAE40122: Certificate IV in Training and Assessment program, the Diploma of VET or further education studies.

### Location:

Training and assessment will take place at Savile's facility or another suitable designated facility.

### Course Start Dates

All courses commence as per Savile's calendar.

### Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Savile offers RPL to all participants and participants can discuss this and request further information as part of the pre-enrolment process or at any other time during the course.

Participants who have completed whole units of competency with a Registered Training Organisation that contains the same unit code as those within this course can apply for Credit Transfer by sending a certified copy of their certificate or statement of attainment to [info@savilerto.com.au](mailto:info@savilerto.com.au).

### Qualification

The TAESS00019 – Assessor Skill Set will be awarded on successful completion of the skill set and a statement of attainment will be provided for the successful completion of any units of competency if a candidate chooses to withdraw before completing the whole course.

### Course Structure

To achieve the requirements of the course, participants must satisfactorily complete the following units of competency:

Unit Code	Unit title	Core / Elective	Nominal Hours
TAEDES411	Use nationally recognised training products to meet vocational training needs	Core	60
TAEASS413	Participate in assessment validation	Core	50
TAEASS412	Assess competence	Core	50

### Volume of Learning and Nominal hours

Nominal hours are used to calculate the amount of funding providers receive from state and territory governments. Nominal hours do not usually include time spent by a student undertaking unsupervised individual activities like assignments, projects and work experience. Nominal hours refer to the average amount of supervised training and assessment time that a student could expect to receive for each unit of competency.

It's important to remember that the actual time needed can vary based on your existing skills, experience, the course structure, and your own learning pace. If you're already working in a relevant

role or have prior learning (such as a Secondary School Teacher), your volume of learning may be reduced significantly. Participants should be prepared to commit up to 2 extra days of studying and completing assessments and/or potential resits, beyond the initial 3 days of training.

### Fee Information

The total fee charged for this course is included in the course enrolment (includes all resources). The course fee includes a \$350 enrolment fee that is non-refundable (except if Savile fails to deliver the course in full.)

### Fee payment terms

Participant fees are payable to Savile before enrolment or at a designated time.

Re-assessment fee per unit of competency is \$50 per unit.

There is no fee for Credit Transfers.

### Further Information

Contact [info@savilerto.com.au](mailto:info@savilerto.com.au) or refer to the following website for further information:

<http://training.gov.au> or [www.savilerto.com.au](http://www.savilerto.com.au)

### Course Structure

#### Days 1-3 – VET Assessor

3 consecutive days of face-to-face training

To be completed within 3 months from enrolment

Unit Code	Unit title	Core / Elective	Nominal Hours *
TAEASS412	Assess competence	Core	50
TAEDES411	Use nationally recognised training products to meet vocational training needs	Core	60
TAEASS413	Participate in assessment validation	Core	50

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