



# TAE50216 Diploma of Training Design and Development

# 2018

## **TAE50216 Diploma of Training Design and Development Training**

***“No skill can open more doors, create more visibility and provide more power than the ability to influence an audience.”***

### **You are very welcome**

Effective workplace instruction demands a balance of complementary abilities. This course when completed with recognition will allow you to lead other trainers and assessors and in providing mentoring or advice to new trainers or assessors as well as designing approaches to learning and assessment strategies across a significant area within the RTO.

We would welcome you as an active participant and trust you will enjoy the learning experience with us.

### **Overview of the Course Requirements**

Our course provided tuition and assessment for candidates as well as a recognition pathway (if appropriate) to achieve this Qualification by RPL or Credit Transfer.

The benefits of earning a TAE50216 Diploma of Training Design and Development are that you will have the potential to have a role in leading other trainers and assessors and in providing mentoring or advice to new trainers or assessors as well as designing approaches to learning and assessment strategies and developing, conducting and processing a Training and Assessment needs analysis across a significant area within an RTO's operations.

All Registered Training Organisations (including TAFEs) will accept your qualifications as the TAE50216 Diploma of Training Design and Development Training is a nationally recognised qualification.

### **Course objectives**

#### **Once recognised with this Qualification you will be able to:**

- Address adult language, literacy and numeracy skills
- Practice inclusivity
- Design and develop learning programs
- Provide advanced assessment practice
- Design and develop assessment tools
- Provide advanced facilitation practice
- Work in partnership with industry, enterprises and community groups

- Design and develop learning strategies
- Maintain and enhance professional practice
- Design and develop learning resources
- Research and develop units of competency
- Undertake organisational training needs analysis
- Work in a vocational environment as a leader and mentor

**Course pre-requisites** require you to be:

**Computer-literate:** Able to research and download on-line information, produce documents, create electronic learning resources, use technology during research, development, and record information as required

**Language proficient:** Able to communicate in English clearly.

## Course Structure

To be awarded the TAE50216 Diploma of Training Design and Development Training, students must successfully complete a total of ten units of study, comprising:

### Core Units

#### **TAEASS502 Design and develop assessment tools**

This unit describes the skills and knowledge required to design and to develop assessment tools used to guide the collection of quality evidence, including their application in formative, summative and recognition of prior learning (RPL) assessment.

It applies to experienced practitioners responsible for the development and/or delivery of training and assessment products and services.

#### **TAEDES501 Design and develop learning strategies**

This unit describes the skills and knowledge required to design, develop and review learning strategies.

It applies to those who work under limited supervision and use a range of specialised technical or managerial skills to develop learning strategies relevant to both Training Package qualifications and course-based qualifications.

The learning strategy provides an overview or outline only. Detailed guidance is provided in the content of specific learning programs.

## **TAEDES502 Design and develop learning resources**

This unit describes the skills and knowledge required to design, and develop resources to support the learning process.

It applies to those who use a range of specialised technical or managerial skills, to develop learning resources.

## **TAEDES505 Evaluate a training program**

This unit describes the skills and knowledge required to evaluate a training program, by measuring the effectiveness of training in meeting workforce performance needs and capability requirements.

In a NVR/AQTF context it can contribute to the continuous improvement cycle within a registered training organisation (RTO).

It applies to those who have responsibility for delivery and assessment strategies in the training programs of an organisation.

## **TAETAS501 Undertake organisational training needs analysis**

This unit describes the skills and knowledge required to undertake a training needs analysis (TNA) to identify the training and assessment needs of an organisation.

It applies to those working under limited supervision in roles that require them to work with organisations to identify training needs.

## **Elective Units**

### **TAEASS501 Provide advanced assessment practice**

This unit describes the skills and knowledge required to lead assessment processes as a part of a continuous improvement strategy among a group of assessors within a Registered Training Organisation (RTO).

It applies to experienced assessors who provide leadership, or guidance to others, who conduct assessments for an RTO.

### **TAEDEL502 Provide advanced facilitation practice**

This unit describes the skills and knowledge required to provide high-level facilitation, including reflective and continuous improvement practices, in a vocational education and training (VET) context.

It applies to experienced teachers, trainers and assessors utilising a range of techniques, across a range of contexts, to create the best learning outcomes for

learners within a vocational education context such as a Registered Training Organisation (RTO).

## **TAE LLN501 Support the development of adult language literacy and numeracy skills**

This unit describes the skills and knowledge required to support adult learners to extend their language, literacy and numeracy skills within a workplace or community context. It requires a sound knowledge of the Australian Core Skills Framework (ACSF) and skills to extend own practice, and the practice of others.

This unit applies to experienced trainers who provide leadership or guidance to others, and who deal with the language, literacy and numeracy (LLN) needs of learners for a Registered Training Organisation (RTO).

## **TAE PDD501 Maintain and enhance professional practice**

This unit describes the skills and knowledge required to manage personal professional performance, and to take responsibility for professional development in relation to the provision of training and/or assessment services.

It applies to those who work under limited supervision using a range of management skills and are involved directly, or indirectly, in the provision of training and assessment services in a Registered Training Organisation (RTO).

## **TAE ASS503 Lead assessment validation process**

This unit describes the skills and knowledge required to provide leadership in assessment validation processes.

It applies to experienced practitioners who work under limited supervision and who are responsible for the validation of assessment processes, both internally and externally.

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## **Frequently Asked Questions**

### **Q1. How is the course delivered & assessed?**

This course can be completed by distance learning or face to face sessions.

### **Q2. Do I get my course materials in a hard copy?**

No, they all come as PDF or MSWord files and you are free to print them off if you wish to work with hard copies.

### **Q3. How long will it take me to complete the course?**

You can complete this at your own time by distance or face to face but should be within 12 months of commencement.

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#### Q4. How will I be assessed for competency?

At the end of each units learning program you undertake an assessment. This will normally be a combination of theory questions and practical assignments.

The **RPL Assessment Instructions** are designed to assist you to generate the supporting evidence requirements for the six core and four elective units from the nationally accredited qualification of TAE50216 Diploma of Training Design and Development Training.

You can also undergo and Credit Transfer if you have the relevant Qualifications or Statements of Attainments.

#### Assessment Materials

HS Business School provides you with all learning materials and RPL Assessment tool which you can use if this is the option you choose.

#### Assessor support

You may contact HS Business School Student Services on 1800 271 356. Simply explain the nature of the support you need and an appropriate member of the HS Business School support team will be in contact with you.

We hope that this course will represent an exciting beginning to a new career field in training. We look forward to a continued relationship with you.


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#### HS Business School

PO Box 5 Aspley MC, Aspley, QLD 4034, Australia

Phone: 1800 271 356

Websites: [www.hs.edu.au](http://www.hs.edu.au) Email: [info@hs.edu.au](mailto:info@hs.edu.au)

Glenmore Ventures Pty Ltd  
P.O Box 8147 Glenmore Park, NSW 2745, Australia   
Dr. A K Singh: 0433509565 S Singh: 0416439554  
Email: arvinderkssingh@gmail.com

