Diploma of Vocational Education and Training TAE50116

The Diploma of Vocational Education and Training reflects the roles of experienced training practitioners who design, deliver and assess training in both corporate environments and in the vocational education and training (VET) sector. Often, this practitioner may be responsible for providing mentoring and advice to new trainers and assessors.

The course provides an opportunity to develop advanced skills in design, facilitation and assessment using best practice models, that enables graduates to create and deliver learning experiences that develop sustainable workplace competencies and positively impact both the individual and the organisation in which they work.

SG Learning & Development has specialist expertise in the design, development and facilitation of e-learning, which is increasingly in demand to add flexibility to delivery and assessment practices for a more mobile and technologically savvy workforce.

There are no entry requirements for entry in this course, however, a Certificate IV in Training and Assessment qualification or equivalent vocational experience in competency based training and assessment would be highly desirable.

Learning & Assessment Strategy

Every program is tailored to suit the group or individual, and we consult to ensure the integration of organisational strategic objectives, as well as team and individual performance outcomes. Our strategy takes a performance improvement focus that can be applied for immediate effect. It may include all or some of the following strategies:

• Attendance at workshops
• Coaching Sessions—face to face or through our Virtual   Learning Centre
• 360 Degree Feedback Analysis
• Hogan Leadership Inventories
• Self Evaluation—Behavioural Profiling
• Setting professional developmental goals
• Conducting research, analysing and presenting information
• Evaluating work processes and best practice
• Planning and implementing a work based project
• Maintenance of a study journal for personal reflection

Students are provided with a current textbook and course materials. Our facilitators/assessors are both qualified and experienced in current Australian and international workplace design and delivery practice, which enables them to take a hands on coaching approach throughout the program.

SG Virtual Learning Centre

Our Virtual Learning Centre offers candidates an online coaching option for all or some of the units in their course. It enables them to participate in weekly discussion forums with their coach, and complete weekly assessment activities that are designed to break the assignments required in each unit into manageable sized chunks. In this way, participants feel on top of their studies, while still managing work and family commitments. For those using the Virtual Learning Centre option for the Diploma of Vocational Education and Training, the delivery units will usually be conducted face to face. However, where distance is an issue, we will work with you using other technological methodologies to enable us to observe and assess these units.

SG Learning & Development

NATIONALLY RECOGNISED TRAINING

Delivery/Assessment Options

- **Group Training/Coaching**
- **Facilitated On Line Learning – SG Virtual Learning Centre**
- **RPL**

A **Blended** workshop/online Learning option is available and may be discussed at the initial consultation.

Our Value

- Full Group training option includes up to 12 workshops
- Qualified experienced facilitators/coaches for full group training, fully online and blended delivery options
- Delivery and assessment strategies contextualised so you can apply skills immediately to maximise your return on investment
- Text, learning resources and VLC access included

Note:

Fees do not include venue hire, travel & accommodation or associated expenses.

Information in this brochure applies as at the issue date 5 October 2017.

SG Learning & Development reserves the right to refuse any application if we believe we do not have the appropriate resources, or cannot provide the required service to the client.

Contact

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Course Requirements

Successful completion of 10 units is required to achieve the Diploma of Vocational Education and Training – 6 core units and 4 elective units. 2 units must be selected from the elective units below, and 2 units may be selected from any currently endorsed Training Package or accredited course.

Core Units

- TAEASS501 Provide advanced assessment practice
- TAEASS502 Design and develop assessment tools
- TAEDEL502 Provide advanced facilitation practice
- TAEDES501 Design and develop learning strategies
- TAELLN501 Support the development of adult language literacy and numeracy skills
- TAEPDD501 Maintain and enhance professional practice

Elective Units

- TAEASS503 Lead assessment validation processes
- TAEDEL501 Facilitate e-learning
- TAEDES502 Design and develop learning resources
- TAEDES503 Design and develop e-learning resources
- TAEDES505 Evaluate a training program
- TAESUS502 Identify and apply current sustainability education principles and practice to learning programs
- TAETAS501 Undertake organisational training needs analysis

Delivery & Assessment Strategy

We provide group training, individual coaching, and online options in our delivery and assessment approach so qualifications can be gained to suit the workflow of the organisation, and the work/life balance of participants. Our VLC enables participants, managers and dedicated and qualified coaches to be in daily contact for a co-ordinated approach to solving problems on the job.

Group Training (minimum of 5 participants)

Candidates attend 10- 12 x 1 day workshops (dependent on numbers and experience of participants) that are highly interactive and include group activities, individual exercises and practical discussions.

Coaching

We offer coaching programs for individuals or small groups (1-4 participants). The time involved and course structure will be customised to suit the group/individual.

Facilitated On Line Learning – SG Virtual Learning Centre

Our VLC offers candidates an online coaching option for all or some of the units in their course. They participate in weekly discussion forums with their coach, and complete weekly assessment activities that are designed to break down assignments into manageable sized chunks. This option can be discussed at the initial consultation, and can be tailored to suit both groups working together, and individuals working on their own.

Time Frame

The course usually takes 12-24 months to complete while working full time. The schedule can be adapted to suit individuals depending on previous experience, the amount of time the candidate has to achieve required competencies, and taking into consideration work/life balance and organisational priorities.

Recognition of Prior Learning (RPL)

We offer RPL to experienced candidates and provide a comprehensive package that their RPL coach will use to guide them through the RPL process

Assessment

Our focus is the application and integration of competencies on the job, so that our students have the opportunity to practice key skills with the guidance of their coach and in collaboration with their workplace sponsor/manager. Assessments are practical and include group/written exercises and discussions, self-assessments, workplace