TAESS00021
Facilitation Skill Set

Duration
0-2 day workshop
plus self-paced activities

Entry Requirements
Yes

Delivery
Live Class, Online Interactive Learning or RPL

Accreditation
This is a nationally recognised unit derived from a qualification

TAESS00021 Facilitation Skill Set is designed to provide VET practitioners with the basic training competencies to meet Standards for RTOs requirements. Individuals who hold this skill set can conduct training under the supervision of a trainer. Two elective units of competency from within the delivery sector of TAE40122 Certificate IV in Training and Assessment are covered.

All our TAE programs offer maximum flexibility and include live and recorded webinars, online homework club, individual support calls and real time progress tracker at no extra cost. Quality is worth it and we know you'll appreciate our efforts to make sure any course you study with us is educationally robust, engaging and streamlined.

We're here to help you succeed!

Who is this for?

TAESS00021 Facilitation Skill Set is an ideal qualification for experienced professionals who are inspired to share their knowledge and skills with others through a new career path in the VET sector. This skill set provides the necessary skills and knowledge for people facilitating training under supervision in the vocational education and training (VET) sector, who deliver via a face-to-face and in-person delivery model.

This skill set is also ideal for experienced professionals who are engaged in workplace training, such as supervisors of apprentices and trainees, team leaders and senior employees. Other candidates may wish to use this skill set as the entry point for the full TAE40122 Certificate IV in Training and Assessment.

Blueprint
Career Development

Step into your future

What You'll Learn

When you finish this Skill Set, you'll be able to:

- Design and plan vocational training
- Develop session plans for vocational training
- Customise vocational training
- Deliver face-to-face vocational training
- Support individual and group learning
- Review vocational training practice

Career Opportunities

This is designed for people interested in becoming or maintaining their capacity to be an:

- Enterprise/workplace trainer
- Registered training organisation (RTO) trainer and assessor
- Training adviser or training needs analyst
- Vocational education teacher
- Adult educator

Delivery Options

Check each course option below as not all delivery options apply.

1. Live Class

i) Group workshop with a trainer to support and guide you through activities. Ask us for scheduled course dates at locations convenient to you.

ii) We can also come to your workplace and deliver a customised program to meet your workplace needs (Minimum numbers apply. Contact us to discuss your particular needs).

2. Blended Learning

This is a flexible and efficient way to complete your qualification. It may include live classes, online study, self-paced activities and webinars.

3. Online

The entire course is offered electronically through our Learning Management System.

4. Recognition of Prior Learning

Recognition of Prior Learning is the process that is used to recognise the skills and knowledge you have acquired through personal and work experience - the "University of Life". The evidence you provide is matched to a complete qualification where possible or alternatively, to part of a qualification. A successful RPL application means that you could receive certification without further study or may be able to fast track through a qualification. Please contact us to organise an individual assessment of your current knowledge and skills.

Duration

You have 12 months from course commencement to complete this skill set.

Entry Requirements

- Demonstrate vocational competency in your proposed training and assessing area. Vocational competency is defined as broad industry knowledge and experience, and may include holding a relevant qualification.
- Have access to a vocational training environment to complete post course assessments where required (if undertaken via online).
- As per the regulations outlined by ASQA, students who are undertaking the TAEDEL411 unit online are required to video their in-person training sessions. These recordings will be reviewed by a Blueprint assessor. Alternatively, students can deliver training sessions in the presence of a mentor who holds TAE40122 Certificate IV in Training or Assessment or a higher level adult education qualification. Online students will be required to organise a group of four adults to participate in a group training session, and an additional two adults for an individual training session.
- Please read the important technological requirements below to be able to complete this course.

Course Outline

To complete this skill set you must demonstrate competency in a total of 2 units.

Units of Competency		Core/Elective
TAEDEL411	Facilitate vocational training	Elective
TAEDES412	Design and develop plans for vocational training	Elective

Course Materials

Your learning resources will include:

- Training Manual
- Resource Library containing document templates, samples, fact sheets and explainer videos
- Access to live and recorded webinars and online discussion forums
- Access to our Learning Management System

You will also be able to access our "Homework Club", tutorials and individual support calls.

Technology Requirements

During your studies, you will need access to the following:

- Computer with compatible operating system (Windows 8 or higher, Mac)
- Printer, scanner and phone
- Current web browser (Chrome, Safari or Firefox)
- Email address and stable Internet connection access (with a reliable speed of at least 5mbps)
- Microsoft Office - including Word, Excel and PowerPoint
- Adobe reader

Assessment

Assessment is a combination of:

- Knowledge questions
- Case studies and Projects
- Practical Activities

Further Training Options

If you successfully complete this qualification you could continue your studies in higher level adult education qualifications within the VET or university sectors. These might include:

TAE40122 Certificate IV in Training and Assessment

Fee Information

Please see our full **Fee Schedule** for information about unit costs (where applicable), RPL fees and Refund Policy.

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