



Workplace
Training
Specialists

Diploma of Training Design and Development (TAE50211)

About the course

This qualification reflects the roles of training developers and instructional designers who are responsible for analysing training needs and designing training solutions and products to meet workplace capability requirements, and evaluating the effectiveness of training programs. They may have a role in providing guidance and advice to trainers and assessors, promoting innovative practices, e.g. e-learning, and in researching and incorporating best practice in training and assessment into training programs and products.

About River Murray Training (RMT)

RMT has been a registered training organisation (RTO) in training and assessment since 1997. RMT has a reputation as an innovative provider in work-based learning and the use of flexible delivery methods to meet enterprise and individual client needs. We offer a range of learning options for this Diploma:

- Recognition of prior learning (RPL)
- Individual study
- Small groups
- Individual units

Class room based learning is available in the Riverland and Adelaide, or by negotiation.

Flexible delivery options (facilitated online sessions) are available for groups and individuals, regardless of where you are. **Individually-facilitated "TAE" offers maximum flexibility for busy people who cannot access traditional training, commit to set training schedules or who may have a preference for focused training around their particular needs and interests.**

Quick Facts

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| Course details | <p>Underpinning knowledge and processes are addressed in structured workshops during the first 12 months. You will have a further 6 months in which to complete submission of evidence. (The full enrolment period is for 3 consecutive semesters or 18 months.)</p> <p>After a workshop you are supported by tutorial and individual mentoring.</p> <p>If you are undertaking the individually facilitated training option you choose when to start, and frequency and timing of online meetings.</p> <p>The qualification ranges from around 365 to 465 nominal hours. A typical study plan would involve 3.5 hours of structured training per unit, and then follow up mentoring. You can expect to do around 6-8 hours a week toward a Diploma over a 3 semester period, assuming no prior experience, and depending on choice of units.</p> |
| Pathways for those considering TAE50211 | <p>Preferred pathways for candidates considering this qualification include:</p> <ul style="list-style-type: none"> • after achieving the TAE40110 Certificate IV in Training and Assessment and vocational experience in training and assessment roles within an RTO or similar organisation where the focus has been on competency based training, <p>or</p> <ul style="list-style-type: none"> • after achieving another relevant qualification and vocational experience in training and assessment roles within an RTO or similar organisation where the focus has been on competency based training and assessment, |

River Murray Training: (RTO #1093) - Head Office: 18 Strawbridge St, BERRI, SA, 5343

P: (08) 8582 3658 F: (08) 8582 3662 E admin@r-m-t.com.au W www.r-m-t.com.au Version 1.1 22/10/2014 page 1

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| | <p>or</p> <ul style="list-style-type: none"> after demonstrating extensive vocational experience in training and assessment roles within an RTO or similar organisation where the focus has been on competency based training and assessment. |
| Pre-enrolment interview | Please contact River Murray Training to discuss your pathway into this program, choice of electives and learning options. Fees will also be discussed at this point. |
| Recognition of Prior Learning (RPL) | Competence in units can be fully or partially awarded through recognition of prior experience and/or learning. RPL reduces the time required to complete the course, and reduces the cost of a qualification. Indicate your interest in RPL on the Enquiry Form. Upgrades from superseded training and assessment qualifications, or RPL for registered teachers are a speciality. Refer to the packaging rules later in this document for details of equivalence to units from a Diploma of TAA50104 if you hold this older qualification. |
| National Recognition | River Murray Training recognises the AQF qualifications and statements of attainment issued by other RTO's where a certified statement of attainment/qualification and statement of results are provided. |
| Course Fees Fees charged to individuals are GST free | <p>\$3750 (\$1000 on commencement, at 3 month, and at 6 months and \$750 at 12 months) for full qualification</p> <p>If subsidies apply, then there may be a gap fee depending on the conditions that apply. You will be charged the difference between the full qualification fee and the subsidy.</p> <p>RPL \$150/unit;</p> <p>If you are upgrading or applying for training subsidies please <i>contact River Murray Training with your details for a quotation.</i></p> <p>Refund and fees in advance policies are found on the RMT website. Submit a Form Enquiry found on the website for the Fee schedule. Fees include the cost of required learning resources, and assessments. There are no other additional fees charged by River Murray Training.</p> <p>10% GST additional when fee invoiced to a business with an ABN.</p> |
| Skill Development | This program utilises opportunities to develop skills in a training and assessment workplace. |

People upgrading from the Diploma of Training and Assessment

Trainers and assessors who hold the older Diploma can obtain Recognition for those units marked with an * in the table below provided they:

- hold the relevant equivalent units and
- also have current experience that reflects the scope of the new units.

The gap between the old Diploma and the new Diploma will normally be between six and nine units. There are several options for completing this study – see top of this page.

New students without prior Diplomas

Students commencing the Diploma of Training Design and Development will need to:

- select the optional units they wish to study, and
- determine the learning op from several alternatives listed on page one.

Career Opportunities

The Diploma of Training Design and Development provides an opportunity for people already experienced in the national VET system to specialise in systems and resource design either in an RTO , industry or enterprise context. Completing units from the TAE Diplomas is a great way to meet compliance requirement (SNR 15.4) under the Standards for NVR registered training organisations. The additional skills recognised, may lead towards new or promotional work roles in

- o a resource development
- o RTO management
- o workforce development
- o advanced skills VET teaching.

Enrolment process

Prior to enrolment please read the **RMT Code of Practice, fees in advance and refund policy and service guarantee advice** found on www.r-m-t.com.au.

1. Indicate your interest in the program by contacting RMT by phone, email or form enquiry.
2. Participate in a pre-enrolment interview to discuss your requirements and learning context such as reason for study, flexible delivery, Recognition of Prior Learning, enterprise arrangements and learning support needs. Fees, advance fee policy, refund policy and service guarantee are documented in a Client Services Agreement. Profiling of your core skills will be undertaken and the outcomes used to:
 - a. advise you of learning pathways into the TAE50211; and/or
 - b. tailor your individual learning plan to include core skills advancement to the level indicated in TAE competencies.
3. Complete an enrolment form, select units of competency and apply for RPL. There may be an RPL fee payable at this time.
4. An RMT Facilitator will guide you through the RPL process, and provide feedback on “not yet competent” units.
5. An individual learning program is developed and included in the Client Services Agreement.
6. Other arrangements are negotiated and documented in the Client Service Agreement – Fee, Delivery and Assessment, and any Enterprise arrangements; Client support plan (if applicable); and learner/RTO/enterprise roles and responsibilities.

Learner orientation is arranged and undertaken. The Client Service Agreement is signed by relevant parties. Learner is given login and password to access to www.r-m-t-online.com for additional resources

Online Delivery

Online delivery provides a flexible way to study. **Learn at a time convenient to you and stay in contact with your facilitator using internet communication technology and online meeting software.**

- o Regular online session (1- 1.25 hours) either 1:1 or part of a small group (frequency of sessions determined in conjunction with participant/s)
- o eLearning accessible from www.r-m-t-online.com, supplements facilitated online sessions along with print-based resources which are supplied to the learner in print, and downloadable from the website.
- o Facilitator is accessible via email, Internet chat or phone for additional support if required.

Arrangements can be made for additional tuition support at 18 Strawbridge Street, BERRI, South Australia, or by arrangement with Adelaide based facilitators.

Your choice of units

Because of our flexible delivery strategy we are able to offer clients their choice of units within the qualification rules. If there is a skill not listed we may be able to import an appropriate unit from another industry Training Package. Please raise this at the pre-enrolment interview with the RMT TAE facilitator.

Client support

The need for additional support is discussed during the pre-enrolment interview and where agreed, a client support plan is developed, documented and included in the Client Services Agreement. This will be reviewed with the client on a regular basis. River Murray Training can provide additional tutoring support and counselling on other support options.

RMT offers reasonable adjustments in how assessment is undertaken to accommodate a client's special needs, where a client has indicated he/she has special needs. A list of support services and contacts is provided to clients in their induction pack. Please discuss your needs with our TAE Program Manager or Facilitator.

Assessment

Evidence of competency will include **documentation** such as *training strategies, systems documentation; learning resource and aids, reports and plans*; **evidence of implementation** of processes and plans; and **evidence of advanced delivery and assessment practice and reflection** over a period of time in the VET environment. The latter is in the form of a **Practicum**. Evidence may come from prior experience (RPL) or gathered throughout a supported learning process, or a combination of both.

Evidence against the Required skills and Required knowledge in your selected competencies, can in part be inferred from documented outcomes, from written theory questions and confirmed through professional discussions.

Assessment is planned as part of the Individual Learning Plan and takes into account any RPL, opportunities to gather evidence, the context in which you plan to use the TAE50211 qualification in the future, and your preferred learning style.

Direct

Observation – in person, by video

Indirect

- Professional discussion- notes
- Reflective questions associated with each unit
- Portfolio of documents described in the Assessment documentation provided with each unit.

Supplementary

- 3rd party evidence on implementation activities related to units

RPL evidence may also include CV, job description, 3rd party reports.

River Murray Training moderates and validates its assessment processes, tools and outcomes regularly with staff, other RTOs, employers, and learners.

Continuous improvement strategy

River Murray Training regularly seeks feedback from its learners and employers, and gathers data from its RTO activities, national training system data, national e-learning participation data, and industry-based surveys. Data and feedback are reviewed at management meetings and opportunities for improvement recognised and acted upon. RMT clients can submit feedback to us anytime by emailing adm@r-m-t.com.au.

Code of Practice

River Murray Training makes a commitment to providing high quality training and has a record of excellent outcomes from its training programs. How we achieve this and our commitment to our clients is set out in our Code of Practice which is on our website at: <http://www.r-m-t.com.au>.

Accreditation

Upon successful completion of this course students will be awarded a TAE50211 Diploma of Training Design and Development. This qualification is recognised nationally under the Australian Qualifications Framework (AQF 5). A statement of attainment is issued where there is partial completion only.

Pathways from the Qualification

After achieving TAE50211 Diploma of Training Design and Development, candidates may undertake:

- [TAE50310 - Diploma of International Education Services](#)
- [TAE50111 - Diploma of Vocational Education and Training](#)
- [TAE70111 - Vocational Graduate Certificate in Adult Language, Literacy and Numeracy Practice](#)
- [TAE80312 - Vocational Graduate Certificate in Digital Education](#)
- [TAE70311 - Vocational Graduate Certificate in International Education Services](#)
- [TAE70210 - Vocational Graduate Certificate in Management \(Learning\)](#)
- [TAE80110 - Vocational Graduate Diploma of Adult Language, Literacy and Numeracy Leadership](#)
- [TAE80210 Vocational Graduate Diploma of Management \(Learning\)](#)

Subsidised training

If employed in an area of skills shortage, you may be able to access [Skills Connect](#) or other funding subsidies.

Stay in touch and check our website regularly.

Resources

River Murray Training uses a mix of commercial, and our own purpose written courseware for the Diploma competencies. Learning and assessment resources required for the course are supplied within the fee costs. Students are expected to have access to a computer and internet on an ongoing basis. We do not charge fees for our students to access our online meeting room, and learning management system.

Program Qualification Rules

Total number of units = 10

5 core units plus 5 elective units. Two of the five electives can be from another currently endorsed Training Package or accredited course at Diploma level or higher. It must be related to the work outcome, industry requirements and the qualification level.

| <i>Field</i> | <i>Unit Code</i> | <i>Unit Title</i> |
|--------------|---|--|
| | <i>click links to view unit of competency</i> | |
| <i>Core</i> | TAEASS502B + | Design and develop assessment tools |
| | TAEDES501A * | Design and develop learning strategies |
| | TAEDES502A * | Design and develop learning resources |
| | | <i>continued over</i> |

| | |
|---|---|
| <i>core continued</i> | TAEDES505A * Evaluate a training program |
| | TAETAS501B * Undertake organisational training needs analysis |
| <i>Assessment</i> | TAEASS501A -P Provide advanced assessment practice |
| | TAEASS503A - Lead assessment validation processes |
| | TAEASS504A - Develop and implement recognition strategies |
| <i>Delivery and facilitation</i> | TAEDEL501A * Facilitate e-learning |
| | TAEDEL502A P Provide advanced facilitation practice |
| <i>Design</i> | TAEDES503A * Design and develop e-learning resources |
| | TAEDES504A * Research and develop units of competency |
| <i>Industry and community relations</i> | TAEICR501A Work in partnership with industry, enterprises and community groups |
| <i>Language, literacy and numeracy</i> | TAELLN411A + Address adult language, literacy and numeracy skills |
| | TAELLN501B Support the development of adult language, literacy and numeracy skills |
| <i>Professional development</i> | TAEPPD501A P Maintain and enhance professional practice |
| <i>Research</i> | TAERES501A Apply research to training and assessment practice |
| <i>Sustainability</i> | TAESUS501A + Analyse and apply sustainability skills to learning programs |
| | TAESUS502A Identify and apply current sustainability education principles and practice to learning programs |

The units marked with a * have some equivalence with TAA50104 Diploma of Training and Assessment.

The units marked with a P have a practicum requirement. Please discuss with River Murray Training staff or access TAE10 Training Package resources.

The units marked with a + are common with units form TAE40110 Certificate IV in Training and Assessment.

Employability Skills

The following table contains a summary of employability skills for this qualification. Employability Skills are defined as "skills required not only to gain employment, but also to progress within an enterprise so as to achieve one's potential and contribute successfully to enterprise strategic directions". Employability skills are embedded in units of competency and assessed as part of the unit. The Employability Skills for this qualification are listed below.

Communication

- Applying high level language and literacy skills
- Establishing and maintaining strategies for communication and networking
- Using advanced facilitation techniques with learners and trainers/assessors
- Determining training needs and preparing proposals and written reports to meet client needs
- Consulting via interviews, meetings, focus groups and surveys

Teamwork

- Providing leadership in training and assessment practices
- Providing coaching and mentoring to trainers and assessors
- Applying collaborative facilitation models and providing feedback to assist others to improve their performance
- Maintaining effective relationships with staff and stakeholders

Problem-solving

- Designing programs and learning strategies based on characteristics of target groups
- Resolving issues of quality and consistency across training and assessment practices

Initiative and enterprise

- Developing innovative and responsive approaches to improving professional practice
- Developing innovative skills to lead a team into new and creative ways of approaching training and assessment
- Continually explore options and evaluate processes to ensure continuous improvement

Planning and organising

- Researching and analysing information for a range of purposes, including ensuring quality improvement

Self-management

- Ensuring ethical, legal and organisational requirements underpin all work
- Creating a conceptual and experiential framework of professional practice
- Reflecting on and evaluating own professional performance
- Modelling high standards of performance and participating in professional development activities

Learning

- Developing and extending one's own expertise in facilitation
- Sourcing opportunities to increase one's own knowledge and skills
- Identifying professional development activities for self and others
- Developing learner independence, extending their learning styles and readiness to learn
- Reflecting on own learning

Technology

- Using business equipment and software programs to monitor assessment processes and practices
- Developing feedback tools and collating feedback using technology
- Preparing reports and other documentation using a wide range of software packages
- Using the web to conduct research

Registration of Interest

TAE50211 Diploma of Training Design and Development

| | | | | | |
|---------|-------|--------|-------|-------|-------|
| Name: | _____ | | | | |
| Address | _____ | | | | |
| Phone | _____ | Mobile | _____ | Email | _____ |

Details of other Training Qualifications completed

Study intentions

Study reasons

Employer support

Do you have internet access at work and at home? _____

If yes, what type of internet access do you have? _____

Other information:
