|  |
| --- |
| **Candidate Name/s**:**Group Assessment****A4****ID: Number/s:** |

**Group Assessment A4**

|  |  |
| --- | --- |
| **Assessment Description:** | Design, develop and review a 2nd learning program (LP) based on a generalised case study, linked to generic skills found within the TAE10 training package and a Certificate IV in Training and Assessment qualification. |
| **Due date:** | Week 4 of program  |

|  |
| --- |
| **Purpose of Assessment:** To conceptualise, design and develop learning programs that you will be able to use to implement, embed and assess the development of teaching and learning skills with other teachers in your organisation. |

**Assessment Method:**

In groups, complete the Learning program template based on a Unit of Competency in the Certificate IV in Training and Assessment

**Instructions:**

The Unit of Competency will be assigned to your group[s by the Lead facilitator

Use the attached template to allow your group to focus attention on such aspects as:

* Sound knowledge of learning design and principles
* Identify and develop strategies to meet learner needs and their learning characteristics
* Relationship of WPR framework and learning Program development
* Relevant OHS knowledge relating to the work role and learning environment
* Assessment and evaluation planning
* Resource and material development
* Relevant policies, legal requirements, codes of practice and standards affecting training and assessment in the TVET sector

Upon completion of your learning program your group will have 20 minutes to prepare a presentation in response to the above points. Each group will have a further 10 minutes to present their findings to all groups.

Learning program

|  |
| --- |
| **Purpose of the Learning Program** |
|  |

|  |
| --- |
| **Learning Program Details** |
| **Name of Cohort (Target group of learners)**  |  |
| **WPR project title***:* |  | **Learning program title**  |  |

|  |
| --- |
| **Topics that your learning program intends to cover** |
|  |

|  |
| --- |
| **Language, Literacy, Numeracy (LLN) requirements** *(Check / identify required skills needed in each topic for Language, Literacy, Numeracy requirements.)* |
|  |

|  |
| --- |
| **Other training specifications***(This may include organisational work requirements and training needs; induction needs; regulatory and licensing requirements.)* |
|  |

|  |
| --- |
| **Critical aspects and or specific requirements that you have identified as an outcome of the learning program** |
|  |

|  |
| --- |
| **Contextualisation of the learning program** *Add specific organisational / industry terminology to the performance criteria sought from the outcomes of the WPR project. This will assist learners to meet the learning outcome needs in line with organisational requirements.* |
|  |

|  |
| --- |
| **Description of your Target Group of Learners***This describes the particular needs of your targeted learning group. The range of strategies to be implemented to support this group in its learning environment and achievement of quality outcomes required as part of your WPR project objective.* |
| **Describe your Learner Cohort:** |
| **Specific Requirements***(Particular needs of some or all of the target group)* | **Strategies to be implemented to address these requirements***(Strategies to assist learners, including external support such as other courses and support staff or agencies)* |
|  |  |
| **List organisational policies & procedures that will impact on learning program**  |
|  |

|  |
| --- |
| **Learning Environment** *( identify where learning will take place such as: classroom, simulated workplace, workplace, online, distance)* |
|  |

|  |
| --- |
| **Occupational Health and Safety**Outline any OH&S requirements that need to be considered in the delivery and assessment of this program |
| **Hazard** | **Risk Assessment** | **Control Measure** | **Person responsible** | **Timeframe to complete** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* Delivery plan and schedule

|  |  |
| --- | --- |
|  | *‘Delivery plan and schedule’ includes the content and structure of the learning program and is mapped to the requirements of the case study* |

| **Session No.** | **Scheduled Hours** | **Learning Outcomes***(e.g. at the end of this session participants should be able to…)* | **Topic delivered** | **Required Skills and Knowledge delivered in this topic** | **Employability Skills linked to the topic** |
| --- | --- | --- | --- | --- | --- |
| Face 2 Face | Distance | Workplace | Communication | Teamwork | Problem Solving | Initiative & Enter. | Planning & Org. | Self Management | Learning | Technology |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

* Assessment plan

|  |  |
| --- | --- |
|  | *Identify how you will assess cohort learners that they have met the learning outcomes of the Topics and or Learning program outcome and or case study objective* |

| **Task Identifier** | **Description of Assessment Task** | **Method of Assessment** (questions, portfolio, demonstration, etc) |
| --- | --- | --- |
| A |  |  |
| B |  |  |
| C |  |  |
| D |  |  |

* Resources

|  |
| --- |
| **Resources** *(include existing and new learning resources that have relevant content)* |
| **Name/Type** | **Location (such as: filepath, Room No.)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Information for Learners** ( information specific to learning program such as: Books, Resources, Handouts) |
|  |

|  |
| --- |
| **Summary of costs***(Trainer, venue, equipment, learning and assessment materials)* |
|  |

Review of the learning program

|  |
| --- |
| **Learning Program Review**  |
| **Review Learning Program with management and key stakeholders:***Process to be used for review(such as, peer review, survey questionnaire)* |  | **Yes** | **No** |
| Are training specifications appropriate to meet the needs of the client? |  |  |
| Are learners clearly identified? |  |  |
| Are support strategies included to meet needs of learners? |  |  |
| Is there an appropriate OHS risk control plan? |  |  |
| Does the delivery plan provide an appropriate sequence of learning outcomes? |  |  |
| Does the delivery plan provide an appropriate amount of time to achieve the learning outcomes? |  |  |
| Does the assessment plan gather appropriate evidence to meet the critical aspects of evidence? |  |  |
| Addresses the organisations purpose and needs |  |  |
| Identifies appropriate learning outcomes to meet the organisations needs and the requirements of the project |  |  |
| Strengths of the learning program: |
| Recommendations for the learning program: |

* Approval of the learning program

|  |
| --- |
| **Authorising Officer Details**(*such as: Organisation Manager / supervisor* |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  | **Review Date:** |  |

* **Version Control:** (ensures that your current Learning Program is being used)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Date of Issue | File path (location of your document) | Author | Review Date |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Assessment Task Decision:** | **Meets requirements****Further evidence required** |
| **Comments:** |

**Assessor: Date:**

|  |  |
| --- | --- |
| *Assessment task covers criteria from:**BSBPMG401A – Apply project scope management techniques**TAEDES401A – design & develop learning programs**TAEDES402A – Use training packages & accredited courses to meet client needs**BSBDIV301A – Work effectively with diversity* | *Elements,1,2* *Elements, 1,2,3,4**Elements 1,2,3**Elements 1,3,**Elements 1,2* |