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| **Candidate Name/s**:  **Group assessment**  **A5**  **ID: Number/s:** |

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| **Assessment Description:** | **Analyse a training package & or accredited course to meet client needs**  ***(Note: This is the 2nd of two analysis you were required to undertake)*** |
| **Due date:** | Week 4 of program – |

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| **Purpose of Assessment:**  This assessment task requires you to analyse the appropriate qualification and unit of competency selected in consultation with your workshop facilitator and interpret and contextualise the critical aspects that you will need to demonstrate competency in this unit.  The competency will come from the TAE40110 Certificate IV in Training and Assessment which is designed to develop training and assessment |

**Assessment Method:**

1. Completion of templates in groups
2. Group presentations

**Instructions:**

Working in your group you are required to examine and analyse the appropriate qualification and unit of competency and complete the details contained within the attached template. Your group are then required to present your findings to the workshop focusing your delivery and responding to the following:

* The role and purpose of competency standards?
* What parts can be contextualised to suit the needs of your organisation and teaching cohort and which parts cannot?
* How this knowledge can assist in the development of teaching and learning strategies?

Upon completion of analysis and recording of information on template, each group will have 20 minutes to prepare their presentation in response to the above points. Each group will have a further 10 minutes to present their findings.

## Training Needs Analysis

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| **Client information** |  |
| **Client and organisation** |  |
| **Client purpose and needs** |  |
| **Target group of learners needs** |  |

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| **Training Package** | A Training Package is an integrated set of nationally endorsed competency standards, assessment guidelines and Australian Qualifications Framework (AQF) qualifications for a specific industry, industry sector or enterprise. |
| **Training Package** that is being used for your program and assessment task activ1ty |  |
| **Version of the Training Package** |  |

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| **Qualification** | Each Training Package provides details of those units of competency that must be achieved to award AQF qualifications. |
| **Qualification** to meet client and target group needs |  |
| **Job roles and occupations related to the qualification** |  |
| **Any licensing requirements** |  |
| **Any pre-requisite requirements** |  |
| **Units of competency**  to make up the qualification (core and elective units) that suit the needs of the client. |  |

## Analysing a unit of competency

| **Components of unit** | **Description of component** | **(complete the information)** |
| --- | --- | --- |
| Unit title | The work activity and overall outcome. | The unit title is: |
| Unit descriptor | What the work activity involves. | The descriptor is: |
| Elements | The critical or key outcomes of this work activity. | The elements of competency are: |
| Performance criteria | The performance requirements which measure demonstration of the outcomes. | The performance criteria are:  *(give an example for one element)* |
| Range statement | The conditions under which this work activity may be conducted. | The variables include:  *(Give examples)* |
| Required knowledge and skills | The knowledge and skills needed to perform this work activity. | The required knowledge includes:  The required skills include: |
| Evidence Guide:  Critical aspects of competency | The evidence needed to demonstrate competence in this work activity. | What evidence must be gathered in the assessment process? |
| Evidence Guide:  Context for assessment | Where evidence of competency will be gathered. | This unit of competency is assessed in: |
| Evidence Guide:  Resource requirements for assessment | The resources required to gather the evidence. | The resources required to gather evidence for assessment in this unit of competency include: |
| Evidence Guide:  Methods for assessment | The suggested assessment methods. | The suggested methods in this unit of competency include: |
| Employability Skills  *Communication*  *Team work*  *Problem solving*  *Initiative & enterprise*  *Planning & organisation*  *Self management*  *Learning*  *Technology* | The generic work skills needed. | Performance of this competency requires the following Employability Skills *(identify for one element and performance criteria of the unit chosen)* |
| Language Literacy and Numeracy (LLN) | The LLN requirements. | Identify the LLN for one of the elements and performance criteria and also as identified by the Required Skills: |
| Dimensions of Competency | The Dimensions of competency:   * task skills * task management skills * contingency management skills * job/role environment skills. | Identify an example of each dimension of competency in the unit selected:   * **task skills** * **task management skills** * **contingency management skills** * **job/role environment skills.** |

## Contextualisation table

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| **Unit code and title:** |
| **Descriptor:** |

| Section of unit | Requirements | How contextualised? |
| --- | --- | --- |
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## Assessment guidelines

| Assessment guidelines content | |  | |
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| What are the benchmarks that will be used for assessment? | |  | |
| What are the assessment pathways? | |  | |
| How should the assessment process be conducted? | |  | |
| What are the main guidelines for designing assessment resources? | |  | |
| What are the guidelines for conducting assessments? | |  | |
| What are the guidelines for reasonable adjustment? | |  | |
| **Assessment Task Decision:** | | **Meets requirements**  **Further evidence required** | |
| **Comments:** | | | |

**Assessor: Date:**

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| ***Assessment task covers criteria from:***  ***TAEDES402A – Use training packages & accredited courses to meet client needs***  ***BSBCMM401A – Make a presentation*** | ***Elements 1,2,3,4,5***  ***Elements 1,2,3,*** | ***Checked*** |