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| **Candidate Name/s**:  **Group assessment**  **M3**  **ID: Number/s:** |

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| **Assessment Description:** | **Analyse a training package & or accredited course to meet client needs**  ***(Note: This is the first of two analysis you will undertake with the second occurring in Module 2 – Australia)*** |
| **Due date:** | Presentations will occur throughout schedule of program commencing Week 1 concluding Week 10 |

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| **Purpose of Assessment:**  Throughout this program you will prepare, deliver and review, both formally and informally, presentations to a variety of audiences. These audiences may include: your organisation Managers, Industry Representatives, Government Officials, Consultants and teaching and learning specialists etc.  Contained within your TAE40110 Certificate IV in Training and Assessment qualification is the unit of competency BSBCMM401A – Make a Presentation which specifically looks at your knowledge and skill to prepare, deliver and review for presentations to target audiences.  This assessment task requires you to analyse the a qualification and unit of competency. |

**Assessment Method:**

1. Complete attached templates in a group
2. Present your findings as a group

**Instructions:**

Working in your group you are required to analyse the qualification and unit of competency and complete the details in the attached template. Your group will then present your findings in the workshop focusing your delivery on:

* The role and purpose of competency standards?
* Language and terminology used in training packages and accredited courses?
* What parts can be contextualised and which parts cannot?
* Methodology relating to analysing and using competency standards?
* 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 and 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. |
| Title of Training packagethat 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 | Organisational 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? |  |

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| **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*** |