

Circular 19-03

TAE / Assessor Skillset – Upskilling Opportunities

Attention: Clubs, Presidents, Secretaries, Certificate IV Training & Assessment holders and Assessors

Actioned by: Active Certificate IV in Training & Assessment holders and Assessors who need to upskill their Certificate IV in Training & Assessment holders and Assessor Skill set.

Date: 27th February 2019

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Summary	This circular is for active volunteer Trainers and Assessors who need to upskill their Certificate IV TAE or Assessor Skillset. The circular details i) which upskill you need, ii) the available upskill options and iii) instructions on how to book.
Strategic Goals	<ul style="list-style-type: none"> • Value members by providing them with recognition, direction and support to enable them and build capacity • Provide high quality education and accredited training to our members and the community
Key Strategies from the SLST 2020 Strategic Plan	<p>2.1 Provide members with a broad range of opportunities and pathways with Surf Life Saving Organisation</p> <p>2.4 Provide enabler programs and resources for SLSCs and VMRs and their services</p> <p>7.2 Provide clear educational and developmental pathways for members</p> <p>7.3 Increase our capacity of trained people to operate, deliver and manage our services so they maintain relevant proficiencies</p>
Action	<ol style="list-style-type: none"> 1. Booking is essential and are limited, to book go to https://slst.wufoo.com/forms/slst-cert-iv-tae-and-assessor-skillset-upskill/ 2. Bookings strictly close, 9am Monday 18th March 2019

Background

The Training and Education (TAE) Package was updated in 2016 and the core units now include the ‘Design and develop assessment tools’ and ‘Address adult language, literacy and numeracy skills’. The core units of the Assessor Skill Set were also updated to include the ‘Design and develop assessment tools’ unit of competency. No public training or assessment can be delivered after 1 April 2019, unless a person holds these units and this must be strictly enforced.

What You Need

1. If you hold the superseded TAE40110 Certificate IV in Training and Assessment, you will need to hold:

Either one of the following:

- TAE40110 Address adult language, literacy and numeracy skills
- TAE40110A Address adult language, literacy and numeracy skills

Plus, one of the following:

- TAE502 Design and develop assessment tools
- TAE502A Design and develop assessment tools
- TAE502B Design and develop assessment tools.

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2. If you hold the superseded TAESS00001 Assessor Skill Set, you will need to hold one of the following:
 - TAEASS502 Design and develop assessment tools,
 - TAEASS502A Design and develop assessment tools
 - TAEASS502B Design and develop assessment tools.

3. If you hold the new Diploma of Vocational Education and Training, the new TAE40116 Cert IV in Training and Assessment or the new TAESS00011 Assessor Skill Set, you can disregard this circular. Please make yourself known to Surf Life Saving Tasmania.

4. If you are working towards the new Diploma, Cert IV or Assessor Skill Set (above), you will need to consider when you will be completing it (and gaining the new units), and whether you need the new units before this point. For example, if you don't expect to complete your Diploma until Nov 2019, you will not be able to Train or Assess between April 1st and Nov and may decide in the meantime to complete the upskill through SLST.

Upskill Opportunities

We are targeting the new 'TAEASS502' unit as well as the 'TAELLN411' for (just) TAE holders. By completing these you will fulfil the new requirement.

- TAEASS502 - Includes 6.5hrs (+ break) face-to-face learning and post course work
- TAELLN411 - includes 3.5hrs face-to-face learning

The good news is that we have found a training provider who can deliver both face-to-face components in a single day. To maximise the opportunity to upskill, four sessions have been scheduled, two coming up shortly in April and another two later on in June. The post course work will take around 5 hours and should be completed and returned to NIET within 60 days. The venue will be in Hobart due to the flexibility of travel for the course facilitators who will be travelling from Melbourne to assist us with this training. With this in mind, there will be travel subsidies offered for those who car pool and are travelling from East Coast, North and North West Regions.

Venue	Date	TAEASS502	TAELLN411	Times (incl breaks)
Sustainability Centre, Hobart College	Sat 6 th April	Y	Y	8am - 7.30pm
Sustainability Centre, Hobart College	Sunday 7 th April	Y	Y	8am - 7.30pm
Sustainability Centre, Hobart College	Saturday - TBC	Y	Y	8am - 7.30pm
Sustainability Centre, Hobart College	Sunday - TBC	Y	Y	8am - 7.30pm

Bookings & Course Fee

Bookings are essential and early enrolment is strongly recommended as places are limited. We do not recommend you hold off on enrolling for the June dates is available to attend an April course, as course spaces are limited. To book visit <https://slst.wufoo.com/forms/slst-cert-iv-tae-and-assessor-skillset-upskill/> and follow the instructions.

Please be aware:

- As part of SLST's commitment to grow our capacity of our volunteer Trainers and Assessors, and as a KPI of a project known as VET Surge, we will be investing Federal Funds to offset the cost of what would usually be a course valued at XX per person.
- A \$100 payment contribution is required and will be invoiced to your club/ unit
- SLST Cancellation and Refund Policy applies. Additionally, if a candidate is a 'No Show' the RRP fee will be charged
- Each course will include both units of competency. If you only need the TAEASS502 unit, you can leave once the first session finishes (approx. 3pm)
- When booking your date, consider the time required to complete your post course work (approx. 5 hrs) and when you next intend to Train and / or Assess

Should you have questions, please contact Leanne Johannesen (Training & Community Programs Manager).