VICTORIAN PURCHASING GUIDE

TAE Training and Education
TRAINING PACKAGE RELEASE 5.0

March 2023

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VICTORIAN PURCHASING GUIDE – RELEASE HISTORY

Note: RTOs should refer to the National Register for the detail of changes in each Release.

Training Package Release	Date VPG Approved	Comments
Release 5.0	8 March 2023	This Victorian Purchasing Guide reflects a major release for the TAE Training and Education Training Package. It includes: 2 updated qualifications • TAE40122 Certificate IV in Training and Assessment • TAE50122 Diploma of Vocational Education and Training 5 new units of competency 32 updated units of competency; 21 identified as not equivalent and 11 identified as equivalent. 3 deleted units
TAE Training and Education Training Package Release 4.0	13 July 2022	This Victorian Purchasing Guide reflects a major release for the TAE Training and Education Training Package. It includes: The addition of 2 new units of competency as elective units in the TAE40116 Certificate IV in Training and Assessment. • TAEASS404 Assess competence in an online environment • TAEDEL405 Plan, organise and facilitate online learning The deletion of one unit of competency due to zero enrolments • TAELED802 Investigate the application of ICT content knowledge
TAE Training and Education Training Package Release No 3.1	24 November 2020	This Victorian Purchasing Guide reflects a minor release for the TAE Training and Education Training Package. It includes a new skill set to address the skills and knowledge required to deliver e-learning in online and remote learning environments (TAESS00018 Deliver E-Learning Skill Set).
TAE Training and Education Training Package Release No 3.0	18 December 2019	Release 3 reflects the inclusion of two new cross sector units of competency as elective units in 3 qualifications: • TAEXDB401 Plan and implement individual support plans for learners with disability • TAEXDB501 Develop and implement accessible training and assessment plans for learners with disability

Training Package Release	Date VPG Approved	Comments
Version 2.0	April 2016	Qualifications, units and skill sets from TAE10 Training and Education Training Package were restructured to meet Standards for Training Packages. Deleted qualifications: • TAE50310 Diploma of International Education Services • TAE70311 Vocational Graduate Certificate in International Education Services New skill set: TAESS0010 Advanced Assessor Skill Set.
Version 1.0	February 2014	• Primary release of restructured training package.

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INTRODUCTION

What is a Victorian Purchasing Guide?

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically, the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

- The maximum and minimum payable hours available for each qualification.

- Nominal hours for each unit of competency within the Training Package.

Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and Statements of Attainment under the Australian Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

Transition

The relationship between new units and any superseded or replaced units from the previous version of TAE Training and Education Training Package Release 5.0 is provided in the Training Package Companion Volume Implementation Guide. (See VETnet.gov.au for more information).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the TAE Training and Education Training Package Release 5.0 is conducted against the Training Package units of competency and complies with the assessment requirements.

QUALIFICATIONS

Code	Title	Minimum Payable Hours	Maximum Payable Hours
TAE40122	Certificate IV in Training and Assessment	466	490
TAE50122	Diploma of Vocational Education and Training	613	645
TAE80113	Graduate Diploma of Adult Language, Literacy and Numeracy Practice	551	580
TAE80213	Graduate Diploma of Adult Language, Literacy and Numeracy Leadership	475	500
TAE80316	Graduate Certificate in Digital Education	380	400

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UNITS OF COMPETENCY AND NOMINAL HOURS

Unit Code	Unit Title	Nominal Hours
TAEASS311	Contribute to assessment	10
TAEASS404	Assess competence in an online environment	40
TAEASS412	Assess competence	50
TAEASS413	Participate in assessment validation	50
TAEASS505	Lead and coordinate assessment systems and services	50
TAEASS511	Lead assessment	60
TAEASS512	Design and develop assessment tools	50
TAEASS513	Lead assessment moderation and validation processes	50
TAEASS514	Develop and implement plans for recognition of prior learning	55
TAEASS801	Analyse, implement and evaluate e-assessment	60
TAEDEL311	Provide work skill instruction	40
TAEDEL405	Plan, organise and facilitate online learning	40
TAEDEL411	Facilitate vocational training	45
TAEDEL412	Facilitate workplace-based learning	25
TAEDEL413	Facilitate distance-based training	40
TAEDEL414	Mentor in the workplace	30
TAEDEL415	Complete a practicum in a vocational education and training environment	40
TAEDEL416	Facilitate learning for young vocational learners	45
TAEDEL511	Facilitate e-learning	30
TAEDEL512	Lead training facilitation	65
TAEDEL801	Evaluate, implement and use ICT-based educational platforms	90
TAEDEL802	Use e-learning with social media	60
TAEDES411	Use nationally recognised training products to meet vocational training needs	25
TAEDES412	Design and develop plans for vocational training	60
TAEDES511	Design and develop strategies for training and assessment	50
TAEDES512	Design and develop print-based learning resources	60
TAEDES513	Design and develop e-learning resources	70
TAEDES514	Research and develop nationally recognised training products	40

Unit Code	Unit Title	Nominal Hours
TAEDES515	Evaluate training	50
TAEICR511	Work in partnership with industry, enterprises and community groups	50
TAELED801	Design pedagogy for e-learning	90
TAELED803	Implement improved learning practice	60
TAELED804	Review enterprise e-learning systems and solutions implementation	80
TAELLN421	Integrate core skills support into training and assessment	30
TAELLN422	Use foundation skills resources, strategies and advice	30
TAELLN423	Integrate employability skills support into training and assessment	30
TAELLN511	Lead the development of adult literacy skills	65
TAELLN512	Lead the development of adult numeracy skills	45
TAELLN801	Analyse and apply adult literacy teaching practices	120
TAELLN802	Analyse and apply adult numeracy teaching practices	120
TAELLN803	Develop English language skills of adult learners	120
TAELLN804	Implement and evaluate delivery of adult language, literacy and numeracy skills	120
TAELLN805	Design and conduct pre-training assessment of adult language, literacy and numeracy skills	60
TAELLN806	Lead the delivery of adult language, literacy and numeracy support services	50
TAELLN811	Analyse policy and formulate strategic language, literacy and numeracy response	70
TAELLN812	Research and implement new adult language, literacy and numeracy practices	50
TAELLN813	Formulate workplace strategy for adult language, literacy and numeracy skill development	50
TAELLN814	Design programs to develop adult language, literacy and numeracy skills	60
TAELLN815	Develop strategy for adult language, literacy and numeracy skill development in a community program	50
TAELLN816	Initiate, develop and evaluate adult language, literacy and numeracy resources	50
TAELLN817	Design, implement and evaluate a language, literacy and numeracy professional development program	40
TAEPDD401	Work effectively in the VET sector	40

Unit Code	Unit Title	Nominal Hours
TAEPDD502	Lead and mentor VET teachers, trainers and assessors	40
TAEPDD511	Maintain and enhance professional practice	45
TAERES511	Apply research to training and assessment practice	70
TAETAS411	Maintain training and assessment information	40
TAETAS511	Undertake organisational training needs analysis	50
TAEXDB411	Plan and implement individual support plans for learners with disability	45
TAEXDB511	Develop and implement training and assessment strategies for learners with disability	55

CONTACTS AND LINKS

Curriculum Maintenance Manager (CMM) Service

Service Industries

The CMM Service is provided on behalf of Higher Education and Skills.

CMM Service Executive Officers can assist with questions on payable and nominal hours.

CMM Name: Mandy Penton

Institute: Victoria University

Address: PO Box 14428, Melbourne VIC 8001

Phone: (03) 99195302

Email: Mandy.Penton@vu.edu.au

CMM Name: Nadia Casarotto

Institute: Victoria University

Address: PO Box 14428, Melbourne VIC 8001

Phone: (03) 99195300

Email: Nadia.Casarotto@vu.edu.au

Jobs and Skills Council (JSC)

As part of the National Industry Engagement Reforms, new Jobs and Skills Councils (JSCs) are being established. At the time of publication, the entity and contact details for the JSC has not yet been announced. For more information see Industry Engagement Reforms - Department of Employment and Workplace Relations, Australian Government (dewr.gov.au)

National Register of VET in Australia - Training.gov.au (TGA)

TGA is the Australian government's official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. See training.gov.au for more information.

Australian Government - Department of Employment and Workplace Relations (DEWR)

The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training. See Skills and Training - DEWR for more information.

State Government - Department of Jobs, Skills, Industry and Regions (DJSIR)

DJSIR (formerly Department of Education and Training) is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria. See djsir.vic.gov.au for more information. (03) 9637 2000

National VET Regulatory Authority - Australian Skills Quality Authority (ASQA)

ASQA is the national regulator for Australia's VET sector. Info line: 1300 701 801 See asqa.gov.au for more information.

State VET Regulatory Authority - Victorian Registration and Qualifications Authority (VRQA)

The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria. (03) 9637 2806 See vrqa.vic.gov.au

INDUSTRY REGULATORY BODIES

WorkSafe Victoria

The industry Regulatory body can provide advice on licensing, legislative or regulatory requirements which may impact on the delivery of training or the issuance of qualifications in this Training Package.

WorkSafe needs to provide written verification before high risk work units can be added to an RTO's scope of registration. info@worksafe.vic.gov.au See worksafe.vic.gov.au for further information.

222 Exhibition Street,
Melbourne 3000
(03) 9641 1444 or
1800 136 089 (toll free)

GLOSSARY

Code	Nationally endorsed Training Package qualification code.
Title	Nationally endorsed Training Package qualification title.
Unit Code	Nationally endorsed Training Package unit code.
Unit Title	Nationally endorsed Training Package unit title.
Maximum Payable Hours	The maximum number of hours the Victorian Government will subsidise under Skills First funding for the achievement of the minimum realistic vocational outcome of the qualification, as determined by the qualification packaging rules. The Maximum Payable Hours do not cover every possible combination of core and elective units available for a specific qualification.
	Minimum payable hours reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration.
Scope of Registration	Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide.
Nominal Hours	Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DJSIR) and are primarily developed for funding purposes in Victoria.