

**Victorian Purchasing Guide**  
**for**  
**TAE Training and Education**  
**Training Package**  
**Release 3.1**

**November 2020**

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## Victorian Purchasing Guide — Release History

**Note:** RTOs should refer to the National Register for the detail of changes made in each Release. (See [National Register](#) for more information)

Training Package Release	Date VPG Approved	Comments
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: <ul style="list-style-type: none"> <li>• TAEXDB401 Plan and implement individual support plans for learners with disability</li> <li>• TAEXDB501 Develop and implement accessible training and assessment plans for learners with disability</li> </ul>
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: <ul style="list-style-type: none"> <li>• TAE50310 Diploma of International Education Services</li> <li>• TAE70311 Vocational Graduate Certificate in International Education Services</li> </ul> New skill set: TAESS0010 Advanced Assessor Skill Set.
Version 1.0	February 2014	<ul style="list-style-type: none"> <li>• Primary release of restructured training package.</li> </ul>

# TAE Training and Education Training Package Release 3.1 Victorian Purchasing Guide

## CONTENTS

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<b>INTRODUCTION</b>	<b>2</b>
What is a Victorian Purchasing Guide?	2
Registration	2
Transition	2
<b>QUALIFICATIONS</b>	<b>3</b>
<b>UNITS OF COMPETENCY AND NOMINAL HOURS</b>	<b>4</b>
<b>COVID-19 VET RESPONSE: DELIVER E-LEARNING SKILL SET</b>	<b>7</b>
<b>CONTACTS AND LINKS</b>	<b>8</b>
<b>GLOSSARY</b>	<b>9</b>



## 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 2** is provided in the Training Package Companion Volume Implementation Guide. (See [Companion Volumes](#) 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 3.0** is conducted against the Training Package units of competency and complies with the assessment requirements.

## QUALIFICATIONS

Code	Title	Minimum Payable Hours	Maximum Payable Hours
TAE40116	Certificate IV in Training and Assessment	333	350
TAE50116	Diploma of Vocational Education and Training	433	455
TAE50216	Diploma of Training Design and Development	404	425
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

## UNITS OF COMPETENCY AND NOMINAL HOURS

Unit Code	Unit Title	Nominal Hours
TAEASS301	Contribute to assessment	10
TAEASS401	Plan assessment activities and processes	40
TAEASS402	Assess competence	25
TAEASS403	Participate in assessment validation	35
TAEASS501	Provide advanced assessment practice	50
TAEASS502	Design and develop assessment tools	40
TAEASS503	Lead assessment validation process	30
TAEASS504	Develop and implement recognition strategies	50
TAEASS505	Lead and coordinate assessment systems and services	50
TAEASS801	Analyse, implement and evaluate e-assessment	60
TAEDEL301	Provide work skill instruction	40
TAEDEL401	Plan, organise and deliver group-based learning	30
TAEDEL402	Plan, organise and facilitate learning in the workplace	25
TAEDEL403	Coordinate and facilitate distance-based learning	30
TAEDEL404	Mentor in the workplace	30
TAEDEL501	Facilitate e-learning	30
TAEDEL502	Provide advanced facilitation practice	50
TAEDEL801	Evaluate, implement and use ICT-based educational platforms	90
TAEDEL802	Use e-learning with social media	60
TAEDES401	Design and develop learning programs	50
TAEDES402	Use training packages and accredited courses to meet client needs	25

Unit Code	Unit Title	Nominal Hours
TAEDES501	Design and develop learning strategies	40
TAEDES502	Design and develop learning resources	50
TAEDES503	Design and develop e-learning resources	50
TAEDES504	Research and develop units of competency	30
TAEDES505	Evaluate a training program	50
TAEICR501	Work in partnership with industry, enterprises and community groups	50
TAELED803	Implement improved learning practice	60
TAELED804	Review enterprise e-learning systems and solutions implementation	80
TAELED801	Design pedagogy for e-learning	90
TAELED802	Investigate the application of ICT content knowledge	60
TAELLN411	Address adult language, literacy and numeracy skills	30
TAELLN412	Access resources and support to address foundation skills in vocational practice	30
TAELLN413	Integrate foundation skills into vocational training delivery	30
TAELLN501	Support the development of adult language, literacy and numeracy skills	50
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



Unit Code	Unit Title	Nominal Hours
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
TAEPDD501	Maintain and enhance professional practice	45
TAERES501	Apply research to training and assessment practice	70
TAESUS501	Analyse and apply sustainability skills to learning programs	30
TAESUS502	Identify and apply current sustainability education principles and practice to learning programs	40
TAETAS401	Maintain training and assessment information	40
TAETAS501	Undertake organisational training needs analysis	40
TAEXDB401	Plan and implement individual support plans for learners with disability	45
TAEXDB501	Develop and implement accessible training and assessment plans for learners with disability	55

## COVID-19 VET RESPONSE: DELIVER E-LEARNING SKILL SET

The Australian Industry and Skills Committee (AISC) has identified the delivery of E-Learning as a key priority across a range of industry sectors during the COVID-19 pandemic. One (1) new e-learning skill set has been endorsed by the AISC Emergency Response Sub-Committee, and the Council of Australian Governments (COAG) Skills Council. This skill set was released on the National Register (training.gov.au) on the 28<sup>th</sup> October 2020.

This skill set was developed with existing units of competency from the TAE Training and Education Training Package and is designed to address the skills and knowledge required to deliver e-learning in online and remote learning environments.

The Deliver E-Learning skill set is listed below.

<b>Skill Set Title</b>	Deliver E-Learning Skill Set	
<b>Skill Set Code</b>	TAESS00018	
<b>Description</b>	This skill set addresses the skills and knowledge required to deliver e-learning in online and remote learning environments.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
TAEDEL501	Facilitate e-learning	30
TAEDES503	Design and develop e-learning resources	50
		<b>80</b>

## CONTACTS AND LINKS

<b>Curriculum Maintenance Manager (CMM)</b>		
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.	Name: Cheryl Bartolo / Nadia Casarotto  Phone: (03) 9919 5302/5300 Email: <a href="mailto:sicmm.generalstudies@vu.edu.au">sicmm.generalstudies@vu.edu.au</a>
<b>Service Skills Organisation (SSO)</b>		
Price Waterhouse Cooper's Skills for Australia	This SSO is responsible for developing the <b>TAE Training and Education Training Package</b> and can be contacted for further information.	Phone: 1800 714 819 Email: <a href="mailto:info@skillsforaustralia.com">info@skillsforaustralia.com</a> See <a href="#">PWCs Skills for Australia website</a> for more information.
<b>National Register for VET in Australia</b>		
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 the <a href="#">National Register website</a> for more information.
<b>Australian Government</b>		
Department of Employment, Skills, Small and Family Business	The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training.	See the <a href="#">Commonwealth Department of Employment, Skills, Small and Family Business website</a> for more information.
<b>State Government</b>		
Department of Education and Training (DET)	DET is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria.	(03) 9637 2000 See the <a href="#">Victorian Department of Education and Training website</a> for more information.
<b>National VET Regulatory Authority</b>		
Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia's VET sector.	Info line: 1300 701 801 See the <a href="#">ASQA website</a> for more information.
<b>Victorian VET Regulatory Authority</b>		
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 the <a href="#">VRQA website</a> for more information.

## GLOSSARY

<b>Code</b>	Nationally endorsed Training Package qualification code.
<b>Title</b>	Nationally endorsed Training Package qualification title.
<b>Unit Code</b>	Nationally endorsed Training Package unit code.
<b>Unit Title</b>	Nationally endorsed Training Package unit title.
<b>Maximum Payable Hours</b>	<p>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.</p> <p>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.</p>
<b>Scope of Registration</b>	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.
<b>Nominal Hours</b>	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 (DET) and are primarily developed for funding purposes in Victoria.