

**Victorian Purchasing Guide  
for  
TAE10 Training and Education Training Package  
Version No 3**

**December 2012**





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## Victorian Purchasing Guide — Version History

Training Package Version	Date VPG Approved	Comments
TAE10 Training and Education Training Package Version 3	December 2012	This Purchasing Guide reflects the TAE10 Training and Education Training Package Version 3: Inclusion of 1 new qualification and 5 new units of competency. For more information, refer to the modification history and summary mapping in the training package.
TAE10 Training and Education Training Package Version 2	February 2012	This Purchasing Guide reflects the TAE10 Training and Education Training Package Version 2. This version includes revisions to two qualifications and the addition of two new qualifications. There have also been a number of version updates to individual units of competency. For more information, refer to the modification history and summary mapping in the training package.
TAE10 Training and Education Training Package Version 1	July 2010	This Purchasing Guide reflects the TAE10 Training and Education Training Package which replaces the TAA04 Training and Assessment Training Package.

# TAE10 Training and Education Training Package Victorian Purchasing Guide

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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 nominal hour range (minimum-maximum) available for each qualification.
- Nominal hours for each unit of competency within the Training Package.
- Sample Training Programs

### ***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 Quality Framework (AQF).

The VRQA is the regulatory authority for Victoria that registers VET training organisations who provide courses to domestic students only and who only offer training in Victoria.

To register to provide training to international students and in other Australian states and territories you will need to apply with ASQA.

## QUALIFICATIONS

Code	Title	Qualification Nominal Hour Range	
		Minimum	Maximum
TAE40110	Certificate IV in Training and Assessment	255	315
TAE50111	Diploma of Vocational Education and Training	365	465
TAE50211	Diploma of Training Design and Development	360	480
TAE50310	Diploma of International Education Services	475	630
TAE70111	Vocational Graduate Certificate in Adult Language, Literacy and Numeracy Practice	580	590
TAE70210	Vocational Graduate Certificate in Management (Learning)	250	320
TAE70311	Vocational Graduate Certificate in International Education Services	360	400
TAE80312	Vocational Graduate Certificate in Digital Education	360	470
TAE80110	Vocational Graduate Diploma of Adult Language, Literacy and Numeracy Leadership	510	790
TAE80210	Vocational Graduate Diploma of Management (Learning)	550	710

## UNITS OF COMPETENCY AND NOMINAL HOURS

RTOs are advised that there is a mapping inside the Training Package that describes the relationship between new units and superseded or replaced units from the previous version of TAE10 Training and Education Training Package. Information regarding transition arrangements can be obtained from the state or national VET Regulating Authority (see Contacts and Links section).

You must be sure that all training and assessment leading to qualifications or Statements of Attainment from the Training Package is conducted against the Training Package units of competency and complies with the requirements in the assessment guidelines.

### Listing of the Units of Competency and Nominal Hours

Unit Code	Unit Title	Nominal Hours
TAEASS301B	Contribute to assessment	10
TAEASS401B	Plan assessment activities and processes	20
TAEASS402B	Assess competence	15
TAEASS403B	Participate in assessment validation	20
TAEASS501A	Provide advanced assessment practice	50
TAEASS502B	Design and develop assessment tools	30
TAEASS503A	Lead assessment validation processes	30
TAEASS504A	Develop and implement recognition strategies	50
TAEASS505A	Lead and coordinate assessment systems and services	50
TAEASS801A	Analyse, implement and evaluate e-assessment	60
TAEDEL301A	Provide work skill instruction	40
TAEDEL401A	Plan, organise and deliver group-based learning	30
TAEDEL402A	Plan, organise and facilitate learning in the workplace	25
TAEDEL403A	Coordinate and facilitate distance-based learning	30
TAEDEL404A	Mentor in the workplace	30
TAEDEL501A	Facilitate e-learning	30
TAEDEL502A	Provide advanced facilitation practice	50
TAEDEL801A	Evaluate, implement and use ICT-based educational platforms	90
TAEDEL802A	Use e-learning with social media	60
TAEDES401A	Design and develop learning programs	50
TAEDES402A	Use Training Packages and accredited courses to meet client needs	25
TAEDES501A	Design and develop learning strategies	40
TAEDES502A	Design and develop learning resources	50
TAEDES503A	Design and develop e-learning resources	50
TAEDES504A	Research and develop units of competency	30
TAEDES505A	Evaluate a training program	50
TAEEDU401A	Coordinate provision of pastoral care services to international students	50
TAEEDU501A	Facilitate international education compliance	80
TAEEDU502A	Manage international education issues and incidents	80
TAEEDU503A	Manage international student recruitment and selection	60
TAEEDU504A	Manage international education and training processes	60

Unit Code	Unit Title	Nominal Hours
TAEEDU505A	Manage international client accommodation services	40
TAEEDU506A	Facilitate international education events and programs	60
TAEEDU507A	Manage transnational offshore education programs	60
TAEEDU508A	Manage international education financial and administrative processes	80
TAEEDU509A	Use information to enhance international education work role performance	30
TAEEDU701A	Investigate current trends in internationalisation of education	80
TAEEDU702A	Develop international onshore education programs and projects	80
TAEEDU703A	Establish transnational offshore education initiatives	80
TAEEDU704A	Conduct applied international education research	80
TAEICR501A	Work in partnership with industry, enterprises and community groups	50
TAELED703A	Implement improved learning practice	60
TAELED704A	Review enterprise e-learning systems and solutions implementation	80
TAELED801A	Design pedagogy for e-learning	90
TAELED802A	Investigate the application of ICT content knowledge	60
TAELLN401A	Address adult language, literacy and numeracy skills	30
TAELLN501B	Support the development of adult language, literacy and numeracy skills	50
TAELLN701A	Analyse and apply adult literacy teaching practices	120
TAELLN702A	Analyse and apply adult numeracy teaching practices	120
TAELLN703A	Develop English language skills of adult learners	120
TAELLN704A	Implement and evaluate delivery of adult language, literacy and numeracy skills	120
TAELLN705A	Design and conduct pre-training assessment of adult language, literacy and numeracy skills	60
TAELLN706A	Lead the delivery of adult language, literacy and numeracy support services	50
TAELLN801A	Analyse policy and formulate strategic language, literacy and numeracy response	70
TAELLN802A	Research and implement new adult language, literacy and numeracy practices	50
TAELLN803A	Formulate workplace strategy for adult language, literacy and numeracy skill development	50
TAELLN804A	Design programs to develop adult language, literacy and numeracy skills	50
TAELLN805A	Formulate strategy for adult language, literacy and numeracy skill development in a community program	50
TAELLN806A	Initiate, develop and evaluate adult language, literacy and numeracy resources	50
TAELLN807A	Design, implement and evaluate an adult language, literacy and numeracy professional development program	40
TAEPDD501A	Maintain and enhance professional practice	45
TAERES501A	Apply research to training and assessment practice	70
TAESUS501A	Analyse and apply sustainability skills to learning programs	30
TAESUS502A	Identify and apply current sustainability education principles and practice to learning programs	40
TAETAS401A	Maintain training and assessment information	40
TAETAS501B	Undertake organisational training needs analysis	40



## SAMPLE TRAINING PROGRAMS

A range of Sample Training Plans have been provided to demonstrate the flexibility of qualifications contained in the **TAE10 Training and Education Training Package**, but are by no means mandatory.

<b>Occupation / Work Function</b>	Enterprise Trainer	
<b>Qualification Title</b>	Certificate IV in Training and Assessment	
<b>Qualification Code</b>	TAE40110	
<b>Description</b>	This sample reflects the role of a person whose primary function is delivering training and assessment in a workplace environment	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
TAEASS401B	Plan assessment activities and processes	20
TAEASS402B	Assess competence	15
TAEASS403B	Participate in assessment validation	20
TAEDEL401A	Plan, organise and deliver group-based learning	30
TAEDEL402A	Plan, organise and facilitate learning in the workplace	25
TAEDES401A	Design and develop learning programs	50
TAEDES402A	Use Training Packages and accredited courses to meet client needs	25
<b>Electives</b>		
TAEASS502B	Design and develop assessment tools	30
TAEDEL404A	Mentor in the workplace	30
TAELLN401A	Address adult language, literacy and numeracy skills	30
<b>Total Hours</b>		<b>275</b>

<b>Occupation / Work Function</b>	Training Co-ordinator	
<b>Qualification Title</b>	Certificate IV in Training and Assessment	
<b>Qualification Code</b>	TAE40110	
<b>Description</b>	This sample reflects the role of a person who is involved in the delivery and management of training and assessment in a workplace	
<b>Unit Code</b>		<b>Hours</b>
<b>Core</b>		
TAEASS401B	Plan assessment activities and processes	20
TAEASS402B	Assess competence	15
TAEASS403B	Participate in assessment validation	20
TAEDEL401A	Plan, organise and deliver group-based learning	30
TAEDEL402A	Plan, organise and facilitate learning in the workplace	25
TAEDES401A	Design and develop learning programs	50
TAEDES402A	Use Training Packages and accredited courses to meet client needs	25
<b>Electives</b>		
TAETAS501B	Undertake organisational training needs analysis	40
TAELLN401A	Address adult language, literacy and numeracy skills	30
BSBREL402A	Build client relationships and business networks	50
<b>Total hours</b>		<b>305</b>

<b>Occupation / Work Function</b>	Vocational Education Trainer	
<b>Qualification Title</b>	Certificate IV in Training and Assessment	
<b>Qualification Code</b>	TAE40110	
<b>Description</b>	This sample reflects the role of a person whose primary function is delivering training and assessment in a formal educational setting	
<b>Unit Code</b>		<b>Hours</b>
<b>Core</b>		
TAEASS401B	Plan assessment activities and processes	20
TAEASS402B	Assess competence	15
TAEASS403B	Participate in assessment validation	20
TAEDEL401A	Plan, organise and deliver group-based learning	30
TAEDEL402A	Plan, organise and facilitate learning in the workplace	25
TAEDES401A	Design and develop learning programs	50
TAEDES402A	Use Training Packages and accredited courses to meet client needs	25
<b>Electives</b>		
TAEASS301B	Contribute to assessment	10
TAEDEL501A	Facilitate e-learning	30
TAETAS401A	Maintain training and assessment information	40
<b>Total hours</b>		<b>265</b>

<b>Occupation / Work Function</b>	International Programs Coordinator	
<b>Qualification Title</b>	Diploma of International Education Services	
<b>Qualification Code</b>	TAE50310	
<b>Description</b>	This sample reflects a person whose primary function is co-ordinating international education services in an educational setting	
<b>Unit Code</b>		<b>Hours</b>
<b>Core</b>		
BSBIND302A	Work effectively in the international education services industry	50
BSBWOR401A	Establish effective workplace relationships	50
CHCCS405A	Work effectively with culturally diverse clients and co workers	30
TAEEDU501A	Facilitate international education compliance	80
TAEEDU502A	Manage international education issues and incidents	80
TAEEDU504A	Manage international education and training processes	60
TAEEDU509A	Use information to enhance international education work role performance	30
<b>Electives</b>		
TAEEDU506A	Facilitate international education events and programs	60
TAEEDU507A	Manage transnational offshore education programs	60
BSBCUS501B	Manage quality customer service	40
<b>Total hours</b>		<b>540</b>

<b>Occupation / Work Function</b>	Instructional designer	
<b>Qualification Title</b>	Diploma of Training Design and Development	
<b>Qualification Code</b>	TAE50211	
<b>Description</b>	This sample reflects the role of a person engaged in training development with a focus on instructional design to support delivery and assessment practice. This person is not directly involved in delivery and assessment.	
<b>Unit Code</b>		<b>Hours</b>
<b>Core</b>		
TAEASS502B	Design and develop assessment tools	30
TAEDES501A	Design and develop learning strategies	40
TAEDES502A	Design and develop learning resources	50
TAEDES505A	Evaluate a training program	50
TAETAS501B	Undertake organisational training needs analysis	40
<b>Electives</b>		
TAEDES504A	Research and develop units of competency	30
TAESUS501A	Analyse and apply sustainability skills to learning programs	30
TAEDES503A	Design and develop e-learning resources	50
TAERES501A	Apply research to training and assessment practice	70
TAELLN501B	Support the development of adult language, literacy and numeracy skills	50
<b>Total hours</b>		<b>440</b>

<b>Occupation / Work Function</b>	Training Manager/Lead Trainer/Assessor	
<b>Qualification Title</b>	Diploma of Vocational Education and Training	
<b>Qualification Code</b>	TAE50111	
<b>Description</b>	This sample reflects the role of a person who has a leading role in delivering training and assessment services and designing approaches to learning and assessment strategies.	
<b>Unit Code</b>		<b>Hours</b>
<b>Core</b>		
TAEASS501A	Provide advanced assessment practice	50
TAEASS502B	Design and develop assessment tools	30
TADEL502A	Provide advanced facilitation practice	50
TAEDS501A	Design and develop learning strategies	40
TAELN401A	Address adult language, literacy and numeracy skills	30
TAEPDD501A	Maintain and enhance professional practice	45
<b>Electives</b>		
TAEASS503A	Lead assessment validation processes	30
TAEASS504A	Develop and implement recognition strategies	50
TAEDS502A	Design and develop learning resources	50
TAEDS505A	Evaluate a training program	50
<b>Total hours</b>		<b>425</b>

<b>Occupation / Work Function</b>	Enterprise Trainer	
<b>Qualification Title</b>	Diploma of Vocational Education and Training	
<b>Qualification Code</b>	TAE50111	
<b>Description</b>	This sample reflects the role of a person who is engaged in providing training and assessment services in an industry setting.	
<b>Unit Code</b>		<b>Hours</b>
<b>Core</b>		
TAEASS501A	Provide advanced assessment practice	50
TAEASS502B	Design and develop assessment tools	30
TAEDEL502A	Provide advanced facilitation practice	50
TAEDES501A	Design and develop learning strategies	40
TAELLN401A	Address adult language, literacy and numeracy skills	30
TAEPDD501A	Maintain and enhance professional practice	45
<b>Electives</b>		
TAETAS501B	Undertake organisational training needs analysis	40
TAEDES505A	Evaluate a training program	50
TAEICR501A	Work in partnership with industry, enterprises and community groups	50
TAEDES502A	Design and develop learning resources	50
<b>Total hours</b>		<b>435</b>

<b>Occupation / Work Function</b>	Manager of international onshore programs	
<b>Qualification Title</b>	Vocational Graduate Certificate in International Education Services	
<b>Qualification Code</b>	TAE70311	
<b>Description</b>	This sample reflects the role of a person whose primary function is managing onshore international programs	
<b>Unit Code</b>		<b>Hours</b>
<b>Core</b>		
TAEEDU701A	Investigate current trends in internationalisation of education	80
TAEEDU704A	Conduct applied international education research	80
BSBDIV701A	Develop cross cultural communication and negotiation strategies	80
<b>Electives</b>		
BSBREL701A	Develop and cultivate collaborative partnerships and relationships	40
TAEEDU702A	Develop international onshore education programs and projects	80
<b>Total hours</b>		<b>360</b>

<b>Occupation / Work Function</b>	Director, International Programs	
<b>Qualification Title</b>	Vocational Graduate Certificate in International Education Services	
<b>Qualification Code</b>	TAE70311	
<b>Description</b>	This sample reflects the role of a person whose primary function is managing offshore international programs	
<b>Unit Code</b>		<b>Hours</b>
<b>Core</b>		
TAEEDU701A	Investigate current trends in internationalisation of education	80
TAEEDU704A	Conduct applied international education research	80
BSBDIV701A	Develop cross cultural communication and negotiation strategies	80
<b>Electives</b>		
BSBREL701A	Develop and cultivate collaborative partnerships and relationships	40
TAEEDU703A	Establish transnational offshore education initiatives	80
<b>Total hours</b>		<b>360</b>



<b>Occupation / Work Function</b>	Human Resources Development Operations Manager	
<b>Qualification Title</b>	Vocational Graduate Certificate in Management (Learning)	
<b>Qualification Code</b>	TAE70210	
<b>Description</b>	This sample reflects the role of a person specialising in a leadership and management role with an RTO or HRD operational area.	
<b>Unit Code</b>		<b>Hours</b>
<b>Core</b>		
BSBLED701A	Lead personal and strategic transformation	80
BSBLED702A	Lead learning strategy implementation	80
<b>Electives</b>		
BSBINN601B	Manage organisational change	60
PSPMNGT614A	Facilitate knowledge management	60
<b>Total hours</b>		<b>280</b>

<b>Occupation / Work Function</b>	Practitioner in Workplace English Language and Literacy program (WELL)	
<b>Qualification Title</b>	Vocational Graduate Certificate in Adult Language, Literacy and Numeracy Practice	
<b>Qualification Code</b>	TAE70111	
<b>Description</b>	This sample reflects the role of a person who is involved in delivering and assessing LL&N as part of a WELL program in a workplace setting	
<b>Unit Code</b>		<b>Hours</b>
<b>Core</b>		
TAELLN701A	Analyse and apply adult literacy teaching practices	120
TAELLN702A	Analyse and apply adult numeracy teaching practices	120
TAELLN703A	Develop English language skills of adult learners	120
TAELLN704A	Implement and evaluate delivery of adult language, literacy and numeracy skills	120
<b>Electives</b>		
TAELLN705A	Design and conduct pre-training assessment of adult language, literacy and numeracy skills	60
TAELLN706A	Lead the delivery of adult language, literacy and numeracy support services	50
<b>Total hours</b>		<b>590</b>

<b>Occupation / Work Function</b>	Adult Language, Literacy and Numeracy support role in a community organisation	
<b>Qualification Title</b>	Vocational Graduate Certificate in Adult Language, Literacy and Numeracy Practice	
<b>Qualification Code</b>	TAE70111	
<b>Description</b>	This sample reflects the role of a person whose main function is to devise a range of strategies to develop adult language, literacy and numeracy skills for learners enrolled in vocational education and training (VET) programs within a training organisation, where the vocational course is the major focus.	
<b>Unit Code</b>		<b>Hours</b>
<b>Core</b>		
TAELLN701A	Analyse and apply adult literacy teaching practices	120
TAELLN702A	Analyse and apply adult numeracy teaching practices	120
TAELLN703A	Develop English language skills of adult learners	120
TAELLN704A	Implement and evaluate delivery of adult language, literacy and numeracy skills	120
<b>Electives</b>		
TAELLN501B	Support the development of adult language, literacy and numeracy skills	50
TAEDS502A	Design and develop learning resources	50
<b>Total hours</b>		<b>580</b>

<b>Occupation / Work Function</b>	Manager, Learning and Development	
<b>Qualification Title</b>	Vocational Graduate Diploma of Management (Learning)	
<b>Qualification Code</b>	TAE80210	
<b>Description</b>	This sample reflects the role of a person whose primary role is managing the learning and development function in an educational setting.	
<b>Unit Code</b>		
<b>Core</b>		
BSBINN801A	Lead innovative thinking and practice	80
BSBRES801A	Initiate and lead applied research	150
<b>Electives</b>		
BSBFIM701A	Manage financial resources	80
BSBINN601B	Manage organisational change	60
BSBLED702A	Lead learning strategy implementation	80
TAELED703A	Implement improved learning practice	60
TAELED704A	Review enterprise e-learning systems and solutions implementation	80
BSBREL701A	Develop and cultivate collaborative partnerships and relationships	40
<b>Total hours</b>		<b>630</b>

<b>Occupation / Work Function</b>	Adult Language and Numeracy Coordinator/Leader in a training organisation	
<b>Qualification Title</b>	Vocational Graduate Diploma of Adult Language, Literacy and Numeracy Leadership	
<b>Qualification Code</b>	TAE80110	
<b>Description</b>	This sample reflects the role of a person in a training organisation whose primary role is to lead the implementation of adult literacy and numeracy programs in the context of current LL&N policy and research	
<b>Unit Code</b>		
<b>Core</b>		
BSBRES801A	Initiate and lead applied research	150
TAELLN801A	Analyse policy and formulate strategic language, literacy and numeracy response	70
TAELLN802A	Research and implement new adult language, literacy and numeracy practices	50
<b>Electives</b>		
TAELLN804A	Design programs to develop adult language, literacy and numeracy skills	50
TAELLN806A	Initiate, develop and evaluate adult language, literacy and numeracy resources	50
TAELLN807A	Design, implement and evaluate an adult language, literacy and numeracy professional development program	40
BSBINN801A	Lead innovative thinking and practice	80
TAELLN805A	Formulate strategy for adult language, literacy and numeracy skill development in a community program	50
<b>Total hours</b>		<b>540</b>

<b>Occupation / Work Function</b>	Leadership role in a Workplace English Language and Literacy (WELL) program	
<b>Qualification Title</b>	Vocational Graduate Diploma of Adult Language, Literacy and Numeracy Leadership	
<b>Qualification Code</b>	TAE80110	
<b>Description</b>	This sample reflects the role of a person whose primary role is a leader in a Workplace English Language and Literacy (WELL) program	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
BSBRES801A	Initiate and lead applied research	150
TAELLN801A	Analyse policy and formulate strategic language, literacy and numeracy response	70
TAELLN802A	Research and implement new adult language, literacy and numeracy practices	50
<b>Electives</b>		
TAELLN803A	Formulate workplace strategy for adult language, literacy and numeracy skill development	50
TAELLN807A	Design, implement and evaluate an adult language, literacy and numeracy professional development program	40
TAELLN703A	Develop English language skills of adult learners	120
TAELLN806A	Initiate, develop and evaluate adult language, literacy and numeracy resources	50
TAELED704A	Review enterprise e-learning systems and solutions implementation	80
<b>Total hours</b>		<b>610</b>

<b>Occupation / Work Function</b>	Educator	
<b>Qualification Title</b>	Vocational Graduate Certificate in Digital Education	
<b>Qualification Code</b>	TAE80312	
<b>Description</b>	This sample reflects the role of an educational practitioner with responsibility for implementing training and assessment using e-learning	
<b>Unit Code</b>		<b>Hours</b>
<b>Core</b>		
TAEDEL801A	Evaluate, implement and use ICT-based educational platforms	90
TAEDEL802A	Use e-learning with social media	60
TAELED801A	Design pedagogy for e-learning	90
<b>Electives</b>		
TAEASS801A	Analyse, implement and evaluate e-assessment	60
TAELED703A	Implement improved learning practice	60
<b>Total hours</b>		<b>360</b>

<b>Occupation / Work Function</b>	Education Manager	
<b>Qualification Title</b>	Vocational Graduate Certificate in Digital Education	
<b>Qualification Code</b>	TAE80312	
<b>Description</b>	This sample reflects the role of an education manager with responsibility for developing organisational e-learning approaches	
<b>Unit Code</b>		<b>Hours</b>
<b>Core</b>		
TAEDEL801A	Evaluate, implement and use ICT-based educational platforms	90
TAEDEL802A	Use e-learning with social media	60
TAELED801A	Design pedagogy for e-learning	90
<b>Electives</b>		
BSBRES801A	Initiate and lead applied research	150
TAELED704A	Review enterprise e-learning systems and solutions implementation	80
<b>Total hours</b>		<b>470</b>

## CONTACTS AND LINKS

<b>Industry Skills Council (ISC)</b>		
Innovation & Business Skills Australia (IBSA)	This ISC is responsible for developing the <b>TAE10 Training and Education Training Package</b> and can be contacted for further information. You can also source copies of the Training Package and support material.	Address: Level 11, 176 Wellington Parade, East Melbourne, VIC, 3002 Phone/fax: (03) 9815 7000 Email: <a href="mailto:reception.ibsa.org.au">reception.ibsa.org.au</a> Web: <a href="http://www.ibsa.org.au">www.ibsa.org.au</a>
<b>National Register for VET in Australia</b>		
Training.gov.au (TGA)	TGA is the Australian governments' official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs.	<a href="http://training.gov.au">training.gov.au</a>
<b>Australian Government</b>		
The Department of Education, Employment and Workplace Relations (DEEWR)	DEEWR provides a range of services and resources to assist in delivery of Training Packages. Search the DEEWR website for links to a range of relevant resources and publications.	<a href="http://www.deewr.gov.au">www.deewr.gov.au</a>
<b>State Government</b>		
Department of Education and Early Childhood Development Higher Education and Skills Group	Higher Education and Skills Group is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships.	General information: <a href="http://www.skills.vic.gov.au">www.skills.vic.gov.au</a> Approved Training Schemes: <a href="http://www.skills.vic.gov.au/corporate/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides">http://www.skills.vic.gov.au/corporate/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides</a>
<b>Curriculum Maintenance Manager (CMM)</b>		
General Studies and Further Education (GS&FE)	The CMM service is provided by Executive Officers located within Victorian TAFE institutes on behalf of Higher Education and Skills Group.	Nadia Casarotto Cheryl Bartolo Address: PO Box 14428, Melbourne MC 8001 Phone: (03) 9919 5300 / 5302 Email: <a href="mailto:nadia.casarotto@vu.edu.au">nadia.casarotto@vu.edu.au</a> <a href="mailto:cheryl.bartolo@vu.edu.au">cheryl.bartolo@vu.edu.au</a> Web: <a href="http://trainingsupport.skills.vic.gov.au">http://trainingsupport.skills.vic.gov.au</a>
<b>State VET Regulatory Authority</b>		
Victorian Registration and Qualifications Authority (VRQA)	The VRQA is a statutory authority responsible for the registration of education and training providers in Victoria to ensure the delivery of quality education and training.	<a href="http://www.vrqa.vic.gov.au">www.vrqa.vic.gov.au</a> Phone: 03 9637 2806

<b>National VET Regulatory Authority</b>		
Australian Skills Quality Authority (ASQA)	<p>ASQA is the national regulator for Australia's VET sector vocational education and training sector.</p> <p>ASQA regulates courses and training providers to ensure nationally approved quality standards are met.</p>	<p><a href="http://www.asqa.gov.au">www.asqa.gov.au</a></p> <p>Info line: 1300 701 801</p>



## 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>Nominal Hours</b>	The anticipated hours of supervised learning or training deemed necessary to conduct training and assessment activities associated with the program of study. These hours are determined by the Victorian State Training Authority. Nominal hours may vary for a qualification depending on the units of competency selected.
<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.