

**Victorian Purchasing Guide
for
TAE Training and Education Training
Package Release 2**

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Victorian Purchasing Guide — Version History

Training Package Version	Date VPG Released	Comments
Version 2.0	16 May 2016	<p>Qualifications, units and skill sets from TAE10 Training and Education Training Package were restructured to meet Standards for Training Packages.</p> <p>Deleted qualifications:</p> <ul style="list-style-type: none">TAE50310 Diploma of International Education ServicesTAE70311 Vocational Graduate Certificate in International Education Services. <p>New skill set:</p> <ul style="list-style-type: none">TAESS0010 Advanced Assessor Skill Set.
Version 1.0	February 2014	<ul style="list-style-type: none">Primary release of restructured training package.

TAE Training and Education Training Package Victorian Purchasing Guide

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INTRODUCTION

What is a Victorian Purchasing Guide?

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

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

- maximum and minimum payable hours available for each qualification.
- nominal hours for each unit of competency within the Training Package.

They also contain sample training programs which reflect a vocational outcome for the particular qualification it has been developed for.

Victorian Government subsidised training

To deliver government subsidised training in Victoria, an RTO must have an approved VET funding contract with the Department of Education and Training (DET).

The VET funding contract and related guidelines set out the requirements that RTOs must abide by to maintain compliance as contracted providers in receipt of government subsidy. The contract and guidelines set standards of behaviour, as well as prescribing minimum requirements with regard to provider practice in the delivery of training services.

For further information relating to obtaining a VET funding contract, please visit the Skills Victoria Training System (SVTS) website: <http://www.education.vic.gov.au/svts>

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

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
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
TAELLN501	Support the development of adult language, literacy and numeracy skills	50
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
TAELLN413	Integrate foundation skills into vocational training delivery	30
TAELLN411	Address adult language, literacy and numeracy skills	30
TAELLN412	Access resources and support to address foundation skills in vocational practice	30
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

SAMPLE TRAINING PROGRAMS

Occupation/ Work Function	Vocation Education Trainer	
Qualification Title	Certificate IV in Training and Assessment	
Qualification Code	TAE40116	
Description	This sample reflects the role of a person whose primary function is delivering VET training and assessment in a formal learning environment	
Unit Code		
Core		
TAEDEL402	Plan, organise and facilitate learning in the workplace	25
TAEDES402	Use training packages and accredited courses to meet client needs	25
TAEASS402	Assess competence	25
TAEASS403	Participate in assessment validation	35
TAEASS502	Design and develop assessment tools	40
TAEDEL401	Plan, organise and deliver group-based learning	30
TAELLN411	Address adult language, literacy and numeracy skills	30
TAEASS401	Plan assessment activities and processes	40
TAEDES401	Design and develop learning programs	50
Electives		
TAETAS401	Maintain training and assessment information	40
	Total	350

Occupation/ Work Function	Training Manager/Lead Trainer/Assessor	
Qualification Title	Diploma of Vocational Education and Training	
Qualification Code	TAE50116	
Description	This sample program 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.	
Unit Code	Unit Title	Hours
Core		
TAEASS502	Design and develop assessment tools	40
TAEDES501	Design and develop learning strategies	40
TAEPDD501	Maintain and enhance professional practice	45
TAEASS501	Provide advanced assessment practice	50
TAEDEL502	Provide advanced facilitation practice	50
TAELLN501	Support the development of adult language, literacy and numeracy skills	50
TAEDES503	Design and develop e-learning resources	50
TAEDEL501	Facilitate e-learning	30
TAEASS503	Lead assessment validation process	30
TAERES501	Apply research to training and assessment practice	70
	Total	455

Occupation/ Work Function	Instructional designer	
Qualification Title	Diploma of Training Design and Development	
Qualification Code	TAE50216	
Description	This sample program 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.	
Unit Code	Unit Title	Hours
Core		
TAEASS502	Design and develop assessment tools	40
TAEDES501	Design and develop learning strategies	40
TAETAS501	Undertake organisational training needs analysis	40
TAEDES502	Design and develop learning resources	50
TAEDES505	Evaluate a training program	50
TAEASS503	Lead assessment validation process	30
TAEASS504	Develop and implement recognition strategies	50
TAELLN411	Address adult language, literacy and numeracy skills	30
TAEICR501	Work in partnership with industry, enterprises and community groups	50
TAEPDD501	Maintain and enhance professional practice	45
	Total	425

Occupation/ Work Function	Adult Language, Literacy and Numeracy support	
Qualification Title	Graduate Diploma of Adult Language, Literacy and Numeracy Practice	
Qualification Code	TAE80113	
Description	This sample program 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.	
Unit Code	Unit Title	Hours
Core		
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
Electives (2)		
TAELLN816	Initiate, develop and evaluate adult language, literacy and numeracy resources	50
TAELLN805	Design and conduct pre-training assessment of adult language, literacy and numeracy skills	60
	Total	590

Occupation/ Work Function	Adult Language and Numeracy Coordinator/Leader in a training organisation	
Qualification Title	Graduate Diploma of Adult Language, Literacy and Numeracy Leadership	
Qualification Code	TAE80213	
Description	This sample program reflects the role of a person in a training organisation whose primary role is to lead the planning and implementation of adult literacy and numeracy programs in the context of current LL&N policy and research	
Unit Code	Unit Title	Hours
Core		
TAELLN812	Research and implement new adult language, literacy and numeracy practices	50
TAELLN811	Analyse policy and formulate strategic language, literacy and numeracy response	70
BSBRES801	Initiate and lead applied research	150
Electives (5)		
TAELLN817	Design, implement and evaluate a language, literacy and numeracy professional development program	40
BSBLDR803	Develop and cultivate collaborative partnerships and relationships	40
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
BSBINN801	Lead innovative thinking and practice	80
	Total	530

Occupation/ Work Function	Education Manager	
Qualification Title	Graduate Certificate in Digital Education	
Qualification Code	TAE80316	
Description	The sample program below reflects the role of a the role of an education manager with responsibility for developing and implementing organisational e-learning approaches	
Unit Code	Unit Title	Hours
Core		
TAEDEL802	Use e-learning with social media	60
TAEDEL801	Evaluate, implement and use ICT-based educational platforms	90
TAELED801	Design pedagogy for e-learning	90
Electives(2)		
ICTICT805	Direct ICT procurement	80
TAELED804	Review enterprise e-learning systems and solutions implementation	80
	Total	400

CONTACTS AND LINKS

Curriculum Maintenance Manager (CMM)		
Service Industries	The CMM Service is provided by Executive Officers, across all industry areas covered by Training Packages. They can assist with questions on payable and nominal hours.	Nadia Casarotto/Cheryl Bartolo Web: http://www.education.vic.gov.au/training/providers/rto/Pages/products.aspx
Service Skills Organisation		
Skills for Australia	This SSO is responsible for developing the Training and Education Training Package, companion volumes and support material and can be contacted for further information.	http://www.skillsforaustralia.com/
National Register for VET in Australia		
Training.gov.au (TGA)	TGA is the Australian governments' official National Register of information on Training Packages, Accredited Courses, qualifications, units of competency and RTOs.	http://training.gov.au
Australian Government		
Department of Education and Training	The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training.	https://education.gov.au/
Victorian State Government		
Department of Education and Training (DET)	DET is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships policy.	(03) 9637 2000 www.education.vic.gov.au
National VET Regulatory Authority		
Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia's VET sector.	Info line: 1300 701 801 www.asqa.gov.au
Victorian 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 www.vrqa.vic.gov.au

GLOSSARY

Code	Nationally endorsed Training Package qualification code.
Title	Nationally endorsed Training Package qualification title.
Unit Code	Nationally endorsed Training Package unit of competency code.
Unit Title	Nationally endorsed Training Package unit of competency title.
Payable Hours	The maximum number of hours the Victorian Government will subsidise under the Victorian Training Guarantee for the achievement of the minimum realistic vocational outcome of any 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.
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 (DET) and are primarily developed for funding purposes in Victoria.