



AUSTRALIAN LIFESAVING
ACADEMY

Training Officer Certificate Recognition of Prior Learning Kit

Australian for life. 

Introduction

Participants who already have some of the required knowledge and/or skills for part or all of the Training Officer Certificate course can apply to complete all or part of the course via an assessment only pathway – known as Recognition of Prior Learning.

This document explains the recognition process and contains self-assessment tools for you to complete. These tools will assist you to make a decision about whether to apply for recognition, apply to attend training, or a combination of both.

Steps in the Recognition process

1. Read this guide and make a list of questions to ask your assessor if necessary.
2. Discuss the recognition process with your assessor to ensure you understand the process and the possible outcomes.
3. Use the self assessment contained in this guide to help you decide whether to apply for recognition.
4. If you decide to go ahead with recognition, complete an Australian Lifesaving Academy enrolment form (if required) to supply to the assessor when submitting your evidence.
5. Complete the assessment and/or provide proof of your skills and knowledge to the assessor.
6. Assessor provides feedback and makes the assessment decision.
7. Provide feedback about the recognition process using the evaluation form provided.
8. Any qualifications or statements of attainment achieved are issued to you.
9. If unsuccessful, ask the assessor to explain your options for attaining the qualification or statement of attainment.

Training Officer Certificate

The Training Officer Certificate aligns with the nationally-endorsed units of competency: TAEDEL301A Provide Work Skill Instruction.

Course outcomes

By the end of this course, you should be able to:

- Organise your instruction and demonstration
- Conduct instruction and demonstration
- Check training performance
- Review personal training performance and finalise documentation

You will also develop knowledge and skills to enable you to demonstrate competence in the nationally recognised unit of competency:

TAEDEL301A Provide work skill instruction

This unit forms part of the nationally recognised qualification TAE40110 Certificate IV in Training and Assessment

Proof of relevant skills and knowledge

In order to prove you already have the skills and knowledge delivered by this course, you can choose to EITHER:

- complete the assessment tasks for the course
OR
- provide proof that demonstrates you have these skills and knowledge, which might include:
 - demonstrating skills to your assessor
 - reports or references supporting your relevant skills and knowledge
 - names and contact details of referees
 - other types of proof agreed with your assessor

The evidence sheets on the following pages will provide you with examples of evidence that you may have. Read the Evidence Sheets and use the Self Assessment forms on the next pages to help you make a decision about whether to apply for Recognition Assessment. Refer to the sample completed self assessment at the end of this guide

Training Officer Certificate Evidence Sheets

Summary of Unit Requirements	Explanation of relevant job roles <i>You may have developed the required competencies through work done in the following roles</i>	Examples of possible evidence and its requirements
<p>TAEDEL301A Provide Work Skill Instruction</p> <ol style="list-style-type: none"> 1. Organise instruction and demonstration 2. Conduct instruction and demonstration 3. Check training performance 4. Review personal training performance and finalise documentation <p>Critical aspects of evidence:</p> <p>Evidence of the ability to carry out a minimum of 3 training sessions, involving demonstrating and instructing particular work skills for different groups; with each session addressing:</p> <ul style="list-style-type: none"> • Different learning objectives • A range of techniques and effective communication skills appropriate to the audience 	<p>Teacher</p> <p>Workplace trainer</p> <p>Workplace supervisor</p>	<p>Teaching plans created by you</p> <p>Letter of support from employer</p> <p>Evaluation forms completed by learners you have delivered training to</p> <p>Report and evaluation of personal training delivery</p>

Self Assessment

Use this Self Assessment if you believe you already have the skills and knowledge (competencies) covered in this course. It will help you to decide whether you want to be assessed for competency in this course instead of attending the training.

This Self Assessment relates to the following unit of competency:

- TAED301A Provide Work Skill Instruction

Please complete the self assessment below clearly identifying what proof you may have to demonstrate your competence in the right hand column as well as providing any additional information you consider necessary.

I can do this	Yes/No	I can prove this by: (describe here how you can support your claim of competence or describe your experience)
Organise instruction and demonstration		
Conduct instruction and demonstration		
Check training performance		
Review personal training performance and finalise documentation		

Based on my responses above, I believe I can already demonstrate competency in all of the items listed above and would like to be assessed against these units of competency. YES/NO

If 'NO', you will need to attend the training and complete the associated assessment tasks to gain the skills and knowledge if you wish to attain the qualification/statement of attainment.

If 'YES', you should speak to your local trainer/assessor about proceeding with the Recognition of Prior Learning process.

RPL Assessment Portfolio

This RPL portfolio includes all of the evidence you are required to submit to your assessor to demonstrate competence in the Training Officer Certificate and the related competencies listed in the competency record below.

Learner details

First Name:		Surname:	
Date of Birth:		Club / Group:	

Competency record

	Competent/n ot yet competent	Date	Assessor initials
SLSA Course			
Training Officer Certificate			
Assessment tasks			
Task 1 Written Questions			
Task 2 Training Session 1			
Task 3 Training Session 2 & 3			
Task 4 Training Review			
Nationally recognised units of competency (delete if not applicable)			
TAEDEL301A Provide work skill instruction			
Assessor Name			
Assessor Signature		Date	

Summary of Unit Requirements <i>(Taken directly from the Training Package)</i>	Candidate Explanation	Documentary Evidence Attached <i>(Work samples, references, certificates and other documents organised in a folder and numbered or coded in some way)</i>	
<p>TAEDEL301A Provide Work Skill Instruction</p> <ol style="list-style-type: none"> 1. Organise instruction and demonstration 2. Conduct instruction and demonstration 3. Check training performance 4. Review personal training performance and finalise documentation <p>Critical aspects of evidence:</p> <p>Evidence of the ability to carry out a minimum of 3 training sessions, involving demonstrating and instructing particular work skills for different groups; with each session addressing:</p> <ul style="list-style-type: none"> • Different learning objectives • A range of techniques and effective communication skills appropriate to the audience 		Document No	Description
Reviewed and approved by Assessor Name:..... Signature.....Date:			