Australian Government

Department of Education, Employment and Workplace Relations

TAETAS401A Maintain training and assessment information

Revision Number: 1

TAETAS401A Maintain training and assessment information

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to maintain the training and assessment information requirements of the organisation and other relevant bodies, including the timely dissemination of accurate information to learners on training and assessment services and the recording and reporting of training and assessment service data.

Application of the Unit

Application of the unit	In smaller training and/or assessment organisations, this unit will typically be used by trainers, facilitators, assessors, and training and assessment consultants. In larger training and/or assessment organisations, this unit will typically be used by personnel where this function is a major part of their work.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Provide initial and ongoing information and advice on training and assessment services	1.1. Provide potential learners with relevant information about the range of training and assessment services provided by the training and/or assessment organisation 1.2. Explain specific program content and assessment requirements to learners in a clear and concise manner 1.3. Confirm *training schedule* with *relevant personnel* and disseminate to learners 1.4. Access, provide and explain relevant organisational policies and procedures relating to training and/or assessment services to learners according to *organisational and legal requirements*
2. Complete training and assessment records	2.1. Collect, verify and record personal learner information on learner *records management system* 2.2. Collect, verify and record *details of the specific learning strategy and learning program* on the learner records management system 2.3. Confirm and record relevant *additional requirements* 2.4. Confirm and record learner progress and assessment outcomes in a timely manner 2.5. Organise *certification processes* according to national reporting requirements, where appropriate 2.6. Address *custody and management requirements* of training and/or assessment information and records
3. Complete reporting requirements	3.1. Complete and forward final results to appropriate personnel for signature, using *systems to support reporting* 3.2. Finalise, check and provide data for national reporting purposes to appropriate personnel for signature 3.3. Identify, document and address *issues and irregularities* in recording and reporting activities in a timely and effective manner 3.4. Refer issues and irregularities outside area of responsibility or expertise to appropriate personnel for resolution, if relevant 3.5. Finalise certification arrangements, send to learners and store copies according to organisational and legal requirements, where appropriate

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Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- language and literacy skills to:
  - elicit appropriate and critical information from learners in order to complete recording requirements
  - prepare national and state or territory reporting information
  - liaise with personnel, including managers and supervisors, from the training and/or assessment organisation
  - liaise with appropriate external authorities
  - analyse a wide range of documents
- self-management and organisational skills relating to planning, and meeting deadlines and organisational and regulatory requirements

Required knowledge

- organisational policies and procedures relating to records and reporting procedures, and   disseminating information to learners
- established training and assessment information systems
- training and assessment services provided by the organisation
- requirements for collecting, recording and reporting vocational education and training information
- Australian Quality Training Framework and AVETMISS requirements, covering:
  - records management
  - reporting requirements
- relevant policy, legislation, codes of practice and national standards, including commonwealth and state or territory legislation, for example:
  - copyright and privacy laws in terms of electronic technology
  - security of information
  - recording information and confidentiality requirements
- OHS responsibilities associated with maintaining training and/or assessment information requirements

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	Assessment must address the scope of this unit and reflect all components of the unit. A range of appropriate assessment methods and evidence-gathering techniques must be used to determine competency. A judgement of competency should only be made when the assessor is confident that the required outcomes of the unit have been achieved and that consistent performance has been demonstrated.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • provide initial and ongoing advice on training and/or assessment services, programs and specific information requirements to a range of learners • manage records relating to a range of learners • organise certification processes for a range of learners • complete AVETMISS and in-house reporting documentation for a learning program, covering a range of learners.
Context of and specific resources for assessment	Evidence must be gathered in the workplace wherever possible. Where no workplace is available, a simulated workplace must be provided. Assessment must ensure access to: • range of electronic equipment and/or resources for recording and reporting requirements • supervisors or appropriate personnel.
Method of assessment	
Guidance information for assessment	For further information about assessment of this and other TAE units, refer to relevant implementation guidance published on the IBSA website (www.ibsa.org.au).

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
Training schedule may include:	• program start dates and end dates • what areas training will address • dates and times when training is scheduled • venue where training will take place • trainers, facilitators and assessors responsible for delivery and assessment.
Relevant personnel may include:	• trainers, facilitators and assessors • program coordinators • supervisors and managers • personnel responsible for analysing statistics and data to ensure the training and/or assessment organisation complies with relevant standards across all operations and training and/or assessment activities • users of training information, such as finance personnel, human resource personnel, and employers • contract managers • union and employee representatives.

Organisational and legal requirements may include:	• registration requirements, as defined in the AQTF Standards for Registered Training Organisations
	• state or territory legislation and regulations governing registration and accreditation
	• requirements of endorsed training packages
	• requirements set by commonwealth and state or territory legislation relating to:
	  • OHS
	  • anti-discrimination
	  • workplace and industrial relations
	  • workers' compensation.

Records management system provides:	• administrative tool to manage learner progress from enrolment to completion.
Details of specific learning strategy and	• training and/or assessment organisation details and training and assessment location

RANGE STATEMENT	
learning program may include:	• program of training, unit of competency or module • learner information, such as enrolment form details • enrolment, including start date, end date and outcome/results • qualification completed • internal or local learning program coding.
Additional requirements may include:	• fees to be paid • payment scheduling • legal and contractual agreements • training contract information.

Certification processes may include:	• using correct certification form
	• entering critical details, for example:
	  • name of learner
	  • name of learning program successfully completed
	  • assessment result
	• processes relating to qualification, Statement of Attainment or internal organisational award, such as:
	  • dating and signing
	  • forwarding to learner
	  • sending copy to relevant authority
	  • storing copy according to organisational and legal requirements.

Custody and management requirements may include:	• secure physical and electronic storage of training and assessment records and information • authorised access to training and assessment records and information • secure disposal or return of training and assessment records and information.
Systems to support reporting may include:	• electronic student management system that complies with Student Statistical Collection Guidelines • internal organisational recording and reporting systems • arrangements for issuing qualifications or Statements of Attainment • arrangements for recognising and recording current competencies • record-keeping policies and procedures.
Issues and irregularities may include:	• inaccuracies or inconsistencies • lost information and records • not meeting timelines for reporting • OHS issues.

Unit Sector(s)

Unit sector	Training advisory services

Competency field

Competency field	

Co-requisite units

Co-requisite units		

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