



Australian Government

**Assessment Requirements for
SIRXTAD001 Train others in frontline
tasks**

Release: 1

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Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- follow organisational policies and procedures for task completion to provide on-the-job training for two different team members involving two different routine frontline tasks
- for the above on-the-job training sessions:
 - identify training requirements of the trainee
 - demonstrate and communicate task requirements
 - observe trainee completing task and offer guidance and encouragement
 - evaluate trainee performance and provide feedback
 - communicate organisation requirements for task completion:
 - expected standards
 - expected timeframes
 - relevant policies and procedures.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for task completion
- basic principles of on-the-job training:
 - listening to trainee
 - observing and evaluating trainee competency
 - providing feedback
- techniques for informal on-the-job training:
 - communication
 - guidance and feedback
 - training methods:
 - demonstration
 - shadowing
 - explanation
 - questioning
- common learning styles and techniques for catering for various learning styles.

Assessment Conditions

Skills must be demonstrated in a services industry environment. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- relevant documentation:
 - organisational policies and procedures for task completion
 - organisational expected standards and timeframes for task completion.
- team members in need of on-the-job training; these can be:
 - individuals in an industry workplace, or
 - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d>