



Australian Government

TAEDES402 Use training packages and accredited courses to meet client needs

Release: 2

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Modification History

Release	Comments
Release 2	This version first released with <i>TAE Training and Education Training Package Release 2.1</i> . Minor update to Assessment Conditions.
Release 1	This version first released with <i>TAE Training and Education Training Package Release 2.0</i> .

Application

This unit describes the skills and knowledge required to use training packages and accredited courses as tools to support industry, organisation and individual competency development needs.

It applies to individuals who are working in or with training and/or assessment organisations as an entry-level trainer, teacher, facilitator or assessor using a pre-defined training product, such as a training package or accredited course.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Learning design

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Select appropriate training package or accredited course	1.1 Confirm the training and/or assessment needs of the client 1.2 Identify and source training packages, qualifications and/or accredited courses that could satisfy client needs 1.3 Use training products in line with vocational education and training (VET) sector requirements, and the training and assessment organisation's quality assurance policies and

ELEMENT	PERFORMANCE CRITERIA
	procedures
2. Analyse and interpret the qualifications framework	<p>2.1 Read and interpret the qualification framework, and packaging rules of the identified qualification</p> <p>2.2 Review and determine applicable licensing requirements and prerequisites</p> <p>2.3 Determine suitable electives that meet client needs and job roles</p>
3. Analyse and interpret units of competency and accredited modules	<p>3.1 Select skill set, individual unit or accredited module to meet client needs and document reasons for selection</p> <p>3.2 Read, analyse and interpret all parts of each selected unit, or accredited module, for application to client needs</p> <p>3.3 Analyse links between the units, and/or accredited modules, to develop effective applications for the client</p>
4. Contextualise units and modules for client applications	<p>4.1 Use information from the client to contextualise units, or accredited modules, to meet client needs</p> <p>4.2 Use advice on contextualisation produced by the training package developer or course developer to meet client needs</p>
5. Analyse and interpret assessment information	<p>5.1 Read and analyse the assessment information of the relevant training package or accredited course</p> <p>5.2 Provide appropriate advice to the client about assessment requirements</p>

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1, 3.2, 3.3, 4.2, 5.1, 5.1	<ul style="list-style-type: none"> Sources, analyses and interprets information, to identify relevance to client needs
Writing	3.3, 3.4, 4.1, 4.2, 5.1, 5.2	<ul style="list-style-type: none"> Prepares information that incorporates the interpretation and analysis of information, using appropriate language in a format and style suited to the

		audience and context
Oral Communication	1.1, 4.1, 5.2	<ul style="list-style-type: none"> Uses appropriate communication techniques to provide and elicit information, confirm understanding and communicate conclusions
Navigate the world of work	1.3	<ul style="list-style-type: none"> Follows organisational protocols, policies and procedures regarding quality assurance
Interact with others	1.1	<ul style="list-style-type: none"> Recognises the importance of consultation and negotiation to confirm client needs
Get the work done	1.1-1.3, 2.1-2.3, 3.1-3.4, 4.1, 4.2, 5.1, 5.2	<ul style="list-style-type: none"> Organises and completes work according to defined requirements, taking responsibility for decisions and sequencing tasks to achieve efficient outcomes Identifies and responds to problems and opportunities for improvement and innovation, and considers options for different approaches Uses information and communications technology (ICT) based tools to conduct research, design work processes, and to complete work tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEDES402 Use training packages and accredited courses to meet client needs	TAEDES402A Use training packages and accredited courses to meet client needs	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=35337905-785d-4f93-8777-e9991ad4c6c3>