Australian Government

TAEDES504 Research and develop units of competency

Release: 1

TAEDES504 Research and develop units of competency

Modification History

Release	Comments
Release 1	This version first released with *TAE Training and Education Training Package Version 2.0.*

Application

This unit describes the skills and knowledge required to research, and develop units of competency to address work functions and processes, work roles and work-related vocational outcomes.

It applies to those who work under limited supervision and use a range of specialised analytical or managerial skills, in researching and developing units of competency.

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
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Interpret requirements and research competency area	1.1 Clarify with the client, the purpose and scope for developing the unit of competency
	1.2 Identify and confirm with relevant people, the systems and processes necessary to manage the development of the unit of competency
	1.3 Conduct initial research in the defined scope to identify relevant information to the unit of competency
	1.4 Analyse work role using a variety of research methods
	1.5 Establish an overview of the factors necessary to competently perform work functions
	1.6 Confirm research outcomes with relevant people

ELEMENT	PERFORMANCE CRITERIA
2. Draft the unit of competency	2.1 Access and interpret relevant guidelines to format and structure, the unit of competency
	2.2 Use the research outcomes and relevant guidelines to draft the unit of competency in the required format
	2.3 Draft a consistent and accessible unit of competency using plain English and technical language appropriate to the audience
	2.4 Confirm the draft unit of competency with relevant people
3. Validate the unit of competency	3.1 Plan and write a comprehensive consultation process to review, validate and obtain feedback on the draft unit of competency
	3.2 Review the consultation process
	3.3 Conduct the consultation process with relevant stakeholders
	3.4 Collate and analyse feedback from the consultation process, and modify the draft unit of competency to address any issues raised
	3.5 Document the consultation process and outcomes
	3.6 Conduct further consultation if necessary, and any further modifications to the draft unit of competency
	3.7 Confirm findings with relevant stakeholders
4. Finalise the unit of competency	4.1 Ensure the draft unit of competency includes all relevant changes and the draft meets all requirements
	4.2 Consider and address any final issues in the draft unit of competency, and deliver to the client
	4.3 Evaluate and reflect upon the development process to identify and make improvements

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
Learning	4.3	• Reflects, seeks feedback and undertakes review activities to build own knowledge in order to improve
Reading	1.2, 1.3, 1.4, 2.1,	• Sources, analyses and interprets written texts,

	3.2, 3.4, 4.1, 4.2	including research material, job role specifications, standards and organisational policies and procedures, to identify information relevant to units of competency and continuous improvement
Writing	1.1, 1.2, 1.5, 1.6, 2.2, 2.3, 2.4, 3.1, 3.3, 3.4, 3.5, 3.6, 3.7, 4.2, 4.3	• Structures content and documents in a precise and logical manner that incorporates the interpretation and analysis of information various sources using language, format and style appropriate to a specific audience and context
Oral Communication	1.3, 1.4, 4.3	• Leads communication using appropriate techniques to provide and elicit information, confirm understanding, explore client requirements and describe recommendations and improvements effectively and appropriately
Interact with others	1.1, 1.2, 1.6, 2.4, 3.3, 3.6, 3.7	• Recognises the importance of consultation and collaboration, to clarify and confirm strategy and receive and incorporate feedback
Get the work done	1.1-1.6, 2.1-2.4, 3.1-3.7, 4.1-4.3	• Plans, organises and completes work according to defined requirements, taking responsibility for decisions • Seeks feedback, reflects and identifies and responds to problems and opportunities for improvement and considers options for different or improved approaches

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAEDES504 Research and develop units of competency	TAEDES504A Research and develop units of competency	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

PwC's Skills for Australia