TAEDES505 Evaluate a training program

TAEDES505 Evaluate a training program

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 evaluate a training program, by measuring the effectiveness of training in meeting workforce performance needs and capability requirements.

In a NVR/AQTF context it can contribute to the continuous improvement cycle within a registered training organisation (RTO).

It applies to those who have responsibility for delivery and assessment strategies in the training programs of an organisation.

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. Plan and prepare evaluation	1.1 Document the aim and scope of the evaluation study 1.2 Identify the data and information required, and access sources of information 1.3 Establish a project plan and timelines that identify tasks and stakeholders in the evaluation process 1.4 Select and brief staff to be involved 1.5 Establish constructive relationships with the stakeholders identified in the evaluation plan

ELEMENT	PERFORMANCE CRITERIA
2. Collect and collate evaluation data and information for a training program	2.1 Identify the most appropriate technique(s) for gathering quantitative and qualitative data and information
	2.2 Develop evaluation instruments to gather data and information
	2.3 Arrange workplace visits and meetings, and access to data and information
	2.4 Collect data and information, and store in compliance with the record keeping and privacy policies and procedures of the organisation
	2.5 Identify and record potentially useful information that is not identified in the evaluation plan
	2.6 Collate and process data relevant to the evaluation
3. Analyse evaluation data and information and make conclusions	3.1 Analyse the data and information to identify the outcomes of training, and their impact on workforce capability
	3.2 Cross-check findings where possible by comparing with the results from different evaluation instruments
	3.3 Develop conclusions about the effectiveness and efficiency of the training program, as per the evaluation aim and scope
	3.4 Document areas of training that are satisfactory and those requiring improvement
	3.5 Identify factors affecting performance and suggest possible enhancements or alternatives to the training program
4. Report on the conclusions and recommendations of the evaluation	4.1 Document issues and conclusions arising from the analysis conducted
	4.2 Make recommendations to stakeholders on areas of possible improvement
	4.3 Discuss preliminary findings with stakeholders
	4.4 Produce an evaluation report and distribute to all stakeholders

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	1.2, 2.1, 2.4 2.5, 2.6, 3.1, 3.2, 3.3	• Sources and analyses text-based information to identify relevance to requirements • Interprets written and numeric information to draw conclusions and to inform decision making
Writing	1.1, 1.3, 2.1, 2.2, 2.5, 2.6, 3.1, 3.3, 3.4, 3.5, 4.1, 4.2, 4.4	• Produces documentation including a project plan, evaluation instruments, data reports, project reports, and evaluations, in a logical and concise manner that incorporates the analysis of information and the development of conclusions and recommendations, using language, format and style appropriate to a specific audience and context
Oral Communication	1.4, 2.3, 2.4, 4.2, 4.3	• Uses appropriate communication techniques to provide and elicit information, confirm understanding, explore client requirements and discuss findings
Numeracy	1.2, 1.3, 2.1, 2.2, 2.5, 2.6, 3.1, 3.2, 4.1, 4.4	• Collates, interprets and compares numerical and statistical information to apply relevance to requirements
Navigate the world of work	2.4	• Follows organisational protocols, policies and procedures regarding program evaluation
Interact with others	1.5	• Recognises the importance of consultation and collaboration to build rapport, clarify and confirm strategy and receive and incorporate feedback
Get the work done	1.1-1.5, 2.1-2.6, 3.1-3.5, 4.1-4.4	• Plans, organises and completes work according to defined requirements taking responsibility for decisions • Sequences tasks to achieve efficient outcomes and identifies appropriate process milestones and evaluation processes to assess program effectiveness • Seeks feedback 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
TAEDES505 Evaluate a training program	TAEDES505A Evaluate a training program	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