



**Australian Government**

# **TAELLN423 Integrate employability skills support into training and assessment**

**Release: 1**

# TAELLN423 Integrate employability skills support into training and assessment

## Modification History

Release	Comments
Release 1	This version first released with TAE Training and Education Training Package Version 5.0. Supersedes and is not equivalent to TAELLN413 Integrate foundation skills into vocational training delivery.

## Application

This unit describes the skills and knowledge needed to identify employability skill demands in nationally recognised training products, and in related workplace, learning and assessment context tasks and texts. It involves comparing those identified demands with the employability skills of vocational learners and candidates and providing integrated employability skill support to address the gaps.

The unit applies to vocational education and training (VET) teachers, trainers and assessors who use a range of technical and training competencies to integrate awareness of employability skill requirements into the training and assessment. The employability skills are described by current authorised Australian foundation skill frameworks. They include skills such as initiative and enterprise, planning and organising, problem solving, self-management, and teamwork.

This unit does not include the competencies used by experienced VET teachers, trainers and assessors to lead the development of employability skill support.

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

## Unit Sector

Foundation skills practice

## Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Identify	1.1 Access nationally recognised training products and analyse

ELEMENTS	PERFORMANCE CRITERIA
employability skill demands	<p>their employability skill demands</p> <p>1.2 Identify employability skill demands essential to the workplace context and workplace performance</p> <p>1.3 Identify employability skills required by the learning and assessment processes</p>
2. Identify learner and candidate employability skill support needs	<p>2.1 Access information about the employability skills of learners and candidates</p> <p>2.2 Compare required employability skills with identified employability skill levels to determine gaps</p> <p>2.3 Identify employability skill gaps beyond scope of own role and refer to suitable support according to regulatory requirements and organisational procedures</p>
3. Integrate employability skill support	<p>3.1 Select and customise training strategies and learning resources to address employability skill gaps</p> <p>3.2 Integrate and implement vocational and employability skill development into training facilitation practices according to legislative and regulatory requirements</p> <p>3.3 Monitor and adjust training facilitation practices to support learner participation and progress</p> <p>3.4 Determine and implement assessment strategies appropriate to employability skill requirements and candidate cohort</p>
4. Review effectiveness of integrated employability skill support	<p>4.1 Seek learner feedback on integrated employability skill support during training according to organisational procedures</p> <p>4.2 Seek candidate feedback on employability skill support during assessment according to organisational procedures</p> <p>4.3 Analyse own performance and identify opportunities for improvements</p>

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.*

Skill	Description
Digital literacy	<ul style="list-style-type: none"> <li>Uses main features and functions of digital tools and electronic applications required in own role to access and exchange information</li> </ul>
Reading	<ul style="list-style-type: none"> <li>Interprets information including nationally recognised training products, organisational procedures, training and assessment</li> </ul>

Skill	Description
	strategies, learning resources and assessment resources
Oral communication	<ul style="list-style-type: none"><li>• Uses language and structure appropriate to audience and context to provide clear instructions</li></ul>
Initiative and enterprise	<ul style="list-style-type: none"><li>• Acts proactively and demonstrates flexibility in responding to learner needs</li><li>• Maintains safe, positive and supportive learning environment</li></ul>

## Unit Mapping Information

Supersedes and is not equivalent to TAELLN413 Integrate foundation skills into vocational training delivery.

## Links

Companion Volume Implementation Guide is found on VETNet -

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