



Australian Government

TAEPDD502 Lead and mentor VET teachers, trainers and assessors

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with TAE Training and Education Training Package Version 5.0. Newly created unit.

Application

This unit describes the skills and knowledge required to lead and mentor vocational education and training (VET) teachers, trainers and assessors.

This unit applies to experienced VET teachers, trainers and assessors who use leadership skills to coordinate the work of, and support, others.

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

Unit Sector

Professional development

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. Plan work outcomes	1.1 Identify objectives and responsibilities of own leadership and mentoring role 1.2 Identify expected outcomes, goals, and behaviours for VET teachers, trainers and assessors according to organisational requirements 1.3 Select strategies to ensure VET teachers, trainers and assessors are supported in their roles and responsibilities 1.4 Plan for contingencies that could impact VET teachers, trainers and assessors
2. Coordinate VET	2.1 Communicate work objectives and responsibilities to VET

ELEMENTS	PERFORMANCE CRITERIA
teachers, trainers and assessors	teachers, trainers and assessors according to legislative and regulatory requirements 2.2 Allocate development tasks to VET teachers, trainers and assessors based on their expertise and development potential and provide task instructions 2.3 Facilitate open and respectful communication and collaboration between VET teachers, trainers and assessors, considering the needs of those from diverse backgrounds 2.4 Identify opportunities for cross-collaboration among internal and external VET teachers, trainers and assessors
3. Mentor VET teachers, trainers and assessors	3.1 Provide guidance to VET teachers, trainers and assessors to enhance workplace culture 3.2 Support VET teachers, trainers and assessors according to organisational requirements to work towards their goals 3.3 Support VET teachers, trainers and assessors to work with others to identify, share ideas, report and resolve task-related issues and inefficiencies 3.4 Use problem-solving techniques to address mentoring challenges
4. Review performance of VET teachers, trainers and assessors	4.1 Evaluate VET teacher, trainer and assessor performance against agreed work plans 4.2 Provide performance feedback to VET teachers, trainers and assessors according to expected organisational standards 4.3 Identify professional development opportunities to improve VET teacher, trainer and assessor performance and behaviours 4.4 Implement action plans to address VET teachers, trainers and assessors' professional development needs

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	Uses main features and functions of digital tools and electronic applications required in own role in a range of contexts to access and exchange information
Reading	Sources, analyses and interprets text-based information to identify relevance to requirements
Oral	Uses appropriate communication with VET teachers, trainers and

Skill	Description
communication	assessors to build trust
Self-management	Seeks feedback, identifies and responds to problems and opportunities for improvement, and considers options for different or improved approaches
Initiative and enterprise	- Acts proactively and demonstrates flexibility in responding to the needs of VET teachers, trainers and assessors - Maintains safe, positive and supportive mentoring environment
Planning and organising	Plans, organises and completes work according to defined requirements, taking responsibility for decisions

Unit Mapping Information

No equivalent unit.

Links

Companion Volume Implementation Guide is found on VETNet -

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