



Australian Government

TAETAS401 Maintain training and assessment information

Release: 1

TAETAS401 Maintain training and assessment information

Modification History

Release	Comments
Release 1	This version first released with <i>TAE Training and Education Training Package Version 2.0</i> .

Application

This unit describes the skills and knowledge required to maintain the training and assessment information requirements of the organisation and other relevant bodies, including the timely dissemination of accurate information to learners on training and assessment services, and the recording, and reporting of training and assessment service data.

It applies to trainers, facilitators, assessors, and training and assessment consultants responsible for the establishment and maintenance of training and assessment information.

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

Unit Sector

Training advisory services

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. Provide initial and ongoing information, and advice on training and assessment services	<p>1.1 Provide potential learners with relevant information about the range of training and assessment services provided by the training and/or assessment organisation</p> <p>1.2 Explain specific program content and assessment requirements to learners, in a clear and concise manner</p> <p>1.3 Confirm training schedule with relevant personnel and disseminate to learners</p> <p>1.4 Access, provide and explain relevant organisational policies and procedures relating to training and/or assessment services to learners according to organisational and legal requirements</p>

ELEMENT	PERFORMANCE CRITERIA
2. Complete training and assessment records	<p>2.1 Collect, verify and record personal learner information on learner records management system</p> <p>2.2 Collect, verify and record details of the specific learning strategy and learning program on the learner records management system</p> <p>2.3 Confirm and record relevant additional requirements</p> <p>2.4 Confirm and record learner progress and assessment outcomes in a timely manner</p> <p>2.5 Organise certification processes according to national reporting requirements, where appropriate</p> <p>2.6 Address custody and management requirements of training and/or assessment information and records</p>
3. Complete reporting requirements	<p>3.1 Complete and forward final results to appropriate personnel for signature, using systems to support reporting</p> <p>3.2 Finalise, check and provide data for national reporting purposes to appropriate personnel for signature</p> <p>3.3 Identify, document and address issues and irregularities in recording and reporting activities in a timely and effective manner</p> <p>3.4 Refer issues and irregularities outside own area of responsibility or expertise to the appropriate personnel for resolution, if relevant</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	1.3, 1.4, 2.1-2.4, 3.2, 3.3, 3.5	<ul style="list-style-type: none"> Sources, analyses, interprets and checks written information relevant to context
Writing	1.1, 1.3, 1.4, 2.1-2.6, 3.1-3.5	<ul style="list-style-type: none"> Produces documents that provide information using language, format and style appropriate to a specific audience and context
Oral	1.2, 1.4, 2.2, 3.4	<ul style="list-style-type: none"> Uses appropriate communication to collect, confirm and organise information, and ideas relevant to the

Communication		audience and environment
Navigate the world of work	2.5, 3.5	<ul style="list-style-type: none"> Follows organisational protocols, policies and procedures in the management of certification processes
Interact with others	1.3, 2.3, 2.4	<ul style="list-style-type: none"> Asks questions to confirm understanding and seek further information
Get the work done	1.1-1.4, 2.1-2.6, 3.1-3.5	<ul style="list-style-type: none"> Organises and completes work according to defined requirements taking responsibility for some decisions and sequencing tasks to achieve efficient outcomes Identifies and responds to problems, considering options for different approaches Uses information and communications technology (ICT) based tools to source information and to complete work tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
TAETAS401 Maintain training and assessment information	TAETAS401 A Maintain training and assessment information	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>