



**Australian Government**

# **TAE70210 Graduate Certificate in Management (Learning)**

**Release: 2**

## TAE70210 Vocational Graduate Certificate in Management (Learning)

### Modification History

Version	Comments
TAE70210 Release 2	Released with <i>TAE10 Training and Education Training Package version 2.0</i>  New release created to update unit identifiers and correct typographical errors.
TAE70210 Release 1	First released with <i>TAE10 Training and Education Training Package version 1.0</i>

## Description

### Descriptor

This qualification reflects the roles of individuals who apply substantial specialised skills and knowledge in the field of learning and capability development. In these roles they make significant high level independent judgements in major planning, design, operational and management functions within highly varied or specialised contexts.

This qualification may apply to leaders and managers in an organisation where learning is used to build capability; in these roles they harness learning to enhance existing practices and thinking, workforce capability and career development.

In addition, the qualification may relate to professionals or managers in registered training organisations (RTOs) seeking to advance organisational learning and capability.

### Job roles

Job roles and titles vary across different industry sectors. Possible job titles and roles relevant to this qualification include:

- human resources development (HRD) operational manager
- learning and development consultant
- RTO manager or head of department
- organisational learning and leadership manager
- training manager
- workforce capability development leader
- workforce planner
- educational professional working within an RTO
- manager providing research or information related to career development.
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## Pathways Information

### Qualification pathways

#### *Prerequisite requirements*

There are no prerequisite requirements for individual units of competency.

#### *Pathways into the qualification*

Candidates may enter the qualification through a number of entry points demonstrating potential to undertake study at graduate level, including:

- with a relevant Diploma or Advanced Diploma, or a relevant Certificate III or Certificate IV together with significant relevant vocational practice
- with extensive relevant vocational practice, without formal qualifications
- with a higher education qualification, together with relevant vocational practice.

#### *Pathways from the qualification*

After achieving TAE70210 Vocational Graduate Certificate in Management (Learning), candidates may undertake TAE80210 Vocational Graduate Diploma of Management (Learning).

## **Licensing/Regulatory Information**

### **Licensing, legislative, regulatory or certification considerations**

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

## **Entry Requirements**

Not applicable.

## Employability Skills Summary

### EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

#### TAE70210 Vocational Graduate Certificate in Management (Learning)

The following table contains a summary of the employability skills required by industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> <li>• consulting with stakeholders and undertaking advocacy for target groups</li> <li>• developing collaborative relationships and cultivating new and existing partnerships</li> <li>• using conflict resolution and negotiation skills, and applying techniques and tools to identify and change thinking and practice</li> <li>• using interpersonal and language skills to model and encourage collaborative thinking</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• building trust, confidence and respect of diverse groups and individuals</li> <li>• creating a collective responsibility for innovation and changes in practice to respond to advances in learning or client needs</li> <li>• cultivating collaborative and participative work relationships</li> </ul>
Problem-solving	<ul style="list-style-type: none"> <li>• collecting, analysing and interpreting data using a variety of data collection methods</li> <li>• developing strategies to maximise the asset value of human resources</li> <li>• promoting changes to thinking, practice and learning strategies using a range of tools and techniques</li> <li>• securing data and records</li> <li>• systematically evaluating strategic outcomes</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>• applying a range of concepts and principles to develop a learning strategy</li> <li>• encouraging learning via an active learning partnership</li> <li>• influencing thinking and inspiring others</li> <li>• promoting innovation and entrepreneurial thinking, and exploring emerging business opportunities</li> <li>• using creative coaching and mentoring techniques</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>• determining the relationship between human capital and organisational requirements</li> <li>• establishing rules and procedures, and reporting on programs as</li> </ul>

**EMPLOYABILITY SKILLS QUALIFICATION SUMMARY**

	<p>required</p> <ul style="list-style-type: none"> <li>• maintaining currency and relevance of information</li> <li>• planning and developing people, including career development and human capital to improve organisational learning and capability</li> <li>• planning, developing and implementing a mentor program</li> <li>• prioritising and implementing strategies for deploying human capital</li> <li>• reviewing performance of resources and people</li> <li>• setting business targets and identifying resource requirements</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>• acting as a role model in the workplace</li> <li>• complying with legislative requirements, codes of practice and organisational policies and procedures</li> <li>• conducting activities ethically, cooperatively and respectfully</li> <li>• demonstrating professionalism in all aspects of work</li> <li>• maintaining professional standards</li> <li>• maintaining self efficacy and promoting personal reflection on own leadership styles and approaches</li> </ul>
Learning	<ul style="list-style-type: none"> <li>• assisting an organisation to harness learning to achieve improved capabilities and sustainable outcomes</li> <li>• conducting career development sessions</li> <li>• contributing to the learning of others by developing organisational learning strategies</li> <li>• developing, reviewing and updating career plans for individuals and groups</li> <li>• forming learning partnership programs</li> <li>• inducting mentors and mentees</li> <li>• reflecting upon and evaluating personal leadership style, and personal and professional competencies</li> <li>• seeking expert advice on behalf of others</li> </ul>
Technology	<ul style="list-style-type: none"> <li>• analysing and implementing technological and system requirements</li> <li>• applying foundation skills in using standard desktop applications</li> <li>• reviewing and implementing improved electronic business systems, sales, network and learning technology within the organisation</li> <li>• using a wide range of learning technologies (online and computer based)</li> <li>• using agreed technology</li> <li>• using recordkeeping and reporting systems</li> <li>• using technology to manage and report on the development,</li> </ul>

<b>EMPLOYABILITY SKILLS QUALIFICATION SUMMARY</b>	
	learning and contribution (capital value) of learning to an organisation

## Packaging Rules

### Packaging Rules

**Total number of units = 4**

**2 core units *plus***

**2 elective units**

At least **1 of the elective units** must be selected from the 700 series units in that list. **One further elective unit** may be selected from the list of electives below or from any currently endorsed Training Package or accredited course.

### Core units

BSBLED701A Lead personal and strategic transformation

BSBLED702A Lead learning strategy implementation

### Elective units

#### Financial management

BSBFIM701A Manage financial resources

#### Innovation

BSBINN501A Establish systems that support innovation

BSBINN601B Manage organisational change

#### IT building and implementation

BSBITB701A Implement advanced electronic technologies

## Packaging Rules

### Learning and development

TAELED703A	Implement improved learning practice
TAELED704A implementation	Review enterprise e-learning systems and solutions
BSBLED705A	Plan and implement a mentoring program
BSBLED706A	Plan and implement a coaching strategy
BSBLED707A	Establish career development services
BSBLED708A	Conduct a career development session
BSBLED709A	Identify and communicate trends in career development
BSBLED710A	Develop human capital

### Management

PSPHR616A	Manage performance management system
PSPMNGT614A	Facilitate knowledge management

### Relationship management

BSBREL701A	Develop and cultivate collaborative partnerships and relationships
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### Selecting elective units for different outcomes

The context for this qualification varies and this must guide the selection of elective units. Examples of appropriate elective units for particular outcomes follow.

For specialisation in a **leadership and management role** within an RTO or HRD operational area, selection from the following elective units of competency is recommended.

- BSBINN601B Manage organisational change
- BSBREL701A Develop and cultivate collaborative partnerships and relationships
- PSPMNGT614A Facilitate knowledge management
- TAELED703A Implement improved learning practice

For specialisation in **organisational learning or leadership of workforce capability development**, selection from the following elective units of competency is recommended.



**Packaging Rules**

- BSBFIM701A Manage financial resources
- BSBITB701A Implement advanced electronic technologies
- BSBLED705A Plan and implement a mentoring program
- BSBLED706A Plan and implement a coaching strategy
- BSBLED710A Develop human capital
- PSPHR616A Manage performance management system
- PSPMNGT614A Facilitate knowledge management
- TAELED704A Review enterprise e-learning systems and solutions implementation

For specialisation where **managers provide research or information related to career development**, selection from the following elective units of competency is recommended.

- BSBLED707A Establish career development services
- BSBLED708A Conduct a career development session
- BSBLED709A Identify and communicate trends in career development