



**Australian Government**

# **Assessment Requirements for TAEDEL412 Facilitate workplace-based learning**

**Release: 1**

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## Modification History

| Release   | Comments                                                                                                                                                                                            |
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| Release 1 | This version first released with TAE Training and Education Training Package Version 5.0.<br><br>Supersedes and is equivalent to TAEDEL402 Plan, organise and facilitate learning in the workplace. |

## Performance Evidence

The individual must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- develop a workplace-based learning plan for at least 3 different learners, with each plan incorporating activities sequenced to ensure safe and effective learning that leads to the required standard of work performance
- facilitate workplace-based learning for at least 1 of the above learners using products that are nationally recognised or aligned with other recognised frameworks on at least 3 different occasions, where each occasion must:
  - be of at least 30 minutes' duration
  - address a different performance outcome from the workplace-based learning plan.

In the course of the above, the individual must:

- demonstrate communication skills to build rapport with the learners
- liaise with required workplace personnel.

## Knowledge Evidence

The individual must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- regulatory requirements relating to facilitating learning in the workplace
- organisational procedures relating to facilitating learning in the workplace
- systems for identifying skill development needs in the workplace
- key components of a workplace learning plan, including:
  - learning activities and objectives
  - required safety arrangements
- dimensions of competency and how they guide workplace-based learning practices

- strategies and processes for identifying and organising foundation skills support for learners, including language, literacy, numeracy, digital literacy and employability skills, , including use of current authorised Australian foundation skills frameworks
- facilitation techniques appropriate to facilitating learning in the workplace, and strategies for encouraging, including and engaging those who learn in different ways, including:
  - demonstration
  - instruction
  - questioning
  - coaching
  - supervised practice
- strategies and techniques for engaging and liaising with other workplace stakeholders
- types of workplace constraints and distractions and how to manage them
- learning theories and adult learning principles and their application to facilitating learning in the workplace
- strategies and techniques for identifying and supporting workplace-based learners with additional learning needs, including:
  - reasons that some learners may require additional support
  - support strategies for different types of need
- evaluation, review and reflection techniques
- workplace training pathways, including apprenticeships and traineeships
- work health and safety (WHS) responsibilities relating to workplace-based learning, including supervision and support.

## Assessment Conditions

Skills in this unit must be demonstrated in a real or simulated workplace environment. Evidence gathered for assessment may include that collected in real time or via a submitted recording.

This includes access to:

- learners requiring workplace-based learning
- organisational procedures for facilitating workplace-based learning of nationally recognised training products.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

## Links

Companion Volume Implementation Guide is found on VETNet -

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