



Australian Government

TAELLN422 Use foundation skills resources, strategies and advice

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. Supersedes and is not equivalent to TAE LLN412 Access resources and support to address foundation skills in vocational practice.

Application

This unit describes the skills and knowledge needed to access and integrate foundation skills resources, strategies and advice in vocational training and assessment.

The unit applies to vocational education and training (VET) teachers, trainers and assessors who use a range of technical and training competencies to support the foundation skill needs of learners and candidates in vocational training and assessment. Foundation skills include the core skills and employability skills described by current authorised Australian foundation skill frameworks. Core skills include digital literacy, learning, reading, writing, oral communication, and numeracy skills. Employability skills 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 foundation 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 integrated foundation skill resources, strategies,	1.1 Identify areas where foundation skill support is required 1.2 Identify and research sources of foundation skill resources, strategies, and advice

ELEMENTS	PERFORMANCE CRITERIA
and advice	1.3 Review foundation skill supports for availability and suitability for purpose 1.4 Select foundation skill supports and strategies to meet identified VET practice needs
2. Apply integrated foundation skill resources, strategies, and advice	2.1 Access and use foundation skill resources to customise learning resources for integrated skill development 2.2 Access and use foundation skill training and assessment strategies to deliver integrated training and assessment 2.3 Seek and incorporate foundation skill advice into own training and assessment practice 2.4 Monitor and adjust use of integrated foundation skill resources, strategies and advice within scope of own practice to meet learner and candidate needs
3. Review effectiveness of integrated foundation skill resources, strategies, and advice	3.1 Seek learner and candidate feedback on integrated foundation skill resources, strategies and advice according to organisational procedures 3.2 Analyse own performance and identify opportunities for improvements

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 to access and exchange information
Learning	- Develops strategies to address barriers to accessing and using foundation skill resources, strategies and advice - Uses strategies to identify and access foundation skill resources, strategies and advice including professional networking and web searching
Reading	Interprets information including nationally recognised training products, organisational procedures, training and assessment strategies, learning resources and assessment resources
Writing	Incorporates solutions into training and assessment materials
Initiative and	Acts proactively and demonstrates flexibility in accessing and using foundation skill supports

Skill	Description
enterprise	

Unit Mapping Information

Supersedes and is not equivalent to TAE LLN412 Access resources and support to address foundation skills in vocational practice.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for TAEELN422 Use foundation skills resources, strategies and advice

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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:

- use foundation skill resources, strategies and advice to meet identified foundation skill support needs in vocational training and assessment as follows:
 - accessing and using foundation skill resources in training at least once
 - accessing and using foundation skill training strategies in training at least once
 - seeking and acting on foundation skill advice from a colleague with skills, knowledge and experience in foundation skills at least once during training or assessment.

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:

- organisational procedures relating to using foundation skill resources, strategies and advice, including:
 - accessing foundation skill resources
 - working with experienced colleagues with skills, knowledge and experience in foundation skills
- sources of foundation skill resources, strategies and advice
- techniques to collaborate with sources of foundation skill support
- features of good practice resources that address learner foundation skill support needs in vocational education and training
- features of good practice training and assessment strategies that address:
 - requirements of nationally recognised training products
 - learner foundation skill support needs

- responsibilities and limitations of own job role and practice in relation to providing foundation skill support in training and assessment
- mechanisms to review effectiveness of foundation skill resources, strategies and advice, including:
 - methods to seek feedback on resources, strategies and advice
 - criteria for analysing own performance.

Assessment Conditions

Skills in this unit must be demonstrated in a real or simulated vocational education and training environment.

This includes access to:

- sources of foundation skill resources
- organisational procedures relating to using foundation skill resources, strategies and advice
- colleagues with skills, knowledge and experience in foundation skills.

Assessors must:

- satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards, and
- have sound knowledge of current authorised Australian foundation skill frameworks and performance features of the level being assessed, and
- be able to demonstrate experience, skills and knowledge in the vocational contextualisation and assessment of foundation skills, and
- have completed the following or equivalent:
 - TAE LLN511 Lead the development of adult literacy skills, or
 - TAE LLN501 Support the development of adult language, literacy and numeracy skills (or previous versions), or
 - a higher-level education qualification, such as:
 - TAE80113 Graduate Diploma of Adult Language, Literacy and Numeracy Practice (and its equivalent TAE70111) or equivalent, or
 - Bachelor of Education, Graduate Certificate or Graduate Diploma of Education, or higher. This may include qualifications relating to TESOL, adult education or vocational education.

Links

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