



Australian Government

Assessment Requirements for TAETAS401 Maintain training and assessment information

Release: 1

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Modification History

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

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, including:

- providing initial and ongoing advice on training, and/or assessment services, programs, and specific information requirements to a range of learners
- managing records relating to a range of learners
- organising certification processes for a range of learners
- completing AVETMISS compliant documentation for at least one learning program.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge to effectively complete the task outlined in the elements and performance criteria of this unit. This includes knowledge of:

- organisational policies and procedures relating to records and reporting procedures, and disseminating information to learners
- established training and assessment information systems
- the training and assessment services provided by the organisation
- the requirements for collecting, recording, and reporting vocational education and training information
- NVR/AQTF and AVETMISS requirements, covering:
 - records management
 - reporting requirements.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Conditions must be typical of those experienced in the training and assessment environment, and include access to a set of records without private client information.

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

Links

Companion Volume implementation guides are found in VETNet -

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