



Australian Government

Assessment Requirements for TAETAS411 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 5.0. Supersedes and is equivalent to TAETAS401 Maintain training and assessment information.

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:

- maintain training and assessment information relevant to at least 10 different learners.

In the course of the above, the individual must:

- provide advice on training and assessment services to above learners as required
- manage records relating to each learner
- issue certification documentation for at least 3 learners
- issue statements of attainment for at least 3 learners
- prepare data for national reporting purposes that is compliant with Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) relating to the training activity of 5 learners.

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:

- vocational education and training (VET) regulatory requirements for record management, including:
 - data security
 - privacy
 - Unique Student Identifier (USI) as it relates to Total VET Activity reporting
 - Australian Qualifications Framework (AQF) certification documentation requirements
 - registered training organisation (RTO) Scope of Registration
 - transition of training products

- organisational procedures relating to maintaining training and assessment information, including:
 - record keeping and reporting
 - disseminating information to learners
- how to navigate and use record information system
- training and assessment services provided by the registered training organisation
- requirements for collecting, recording and reporting VET information, including:
 - basic overview of AVETMISS requirements and their relationship to information that trainers and assessors enter into organisational record management and reporting systems.

Assessment Conditions

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

This includes access to:

- real or simulated learners
- real or simulated learner records
- AVETMISS compliant software.

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>