



Australian Government

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.

Application

This unit describes the skills and knowledge required to maintain the training and assessment information requirements of a registered training organisation (RTO) or other relevant body. It includes the timely dissemination of accurate information to learners on training and assessment services, and the recording and reporting of training and assessment service data.

It applies to entry-level vocational education and training (VET) teachers, trainers and assessors and other personnel responsible for establishing and maintaining training and assessment information.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Training advisory services

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. Provide information and advice on training and assessment services	1.1 Provide potential learners with relevant information about the training and assessment services provided by the RTO 1.2 Explain specific program content and assessment requirements to learners in a clear and concise manner 1.3 Confirm training schedule with required personnel and disseminate to learners 1.4 Access, provide and explain relevant organisational policies and procedures relating to training and assessment services to

ELEMENTS	PERFORMANCE CRITERIA
	learners according to organisational and legal requirements
2. Complete training and assessment records	2.1 Collect, verify and record personal learner information on record management system 2.2 Collect, verify and record learner progress and training and assessment records according to organisational and regulatory requirements 2.3 Confirm and record additional requirements according to organisational and legal requirements 2.4 Organise certification documentation and statements of attainment according to national reporting requirements
3. Contribute to reporting requirements	3.1 Complete final results and distribute to required personnel 3.2 Finalise, check and provide data for national reporting purposes within scope of own role to required personnel 3.3 Identify, document and address within scope of own role issues and irregularities encountered with recording and reporting activities 3.4 Refer issues and irregularities outside scope of own role to required personnel

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 and to complete work tasks
Reading	Sources, analyses, interprets and checks written information relevant to own context
Oral communication	Uses communication to collect, confirm and organise information relevant to audience and environment
Planning and organising	Organises and completes work according to defined requirements taking responsibility for some decisions and sequencing tasks to achieve efficient outcomes
Problem solving	Identifies and responds to problems, considering options for different approaches

Unit Mapping Information

Supersedes and is equivalent to TAETAS401 Maintain training and assessment information.

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 TAETAS411 Maintain training and assessment information

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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:

- 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

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