

Your skills. Your future.

Developing a Workplace Training Culture



**Workforce
Coordination
Project**

TasTAFE, in conjunction with the Workforce Coordination Project (TasCOSS and partnering sector peak bodies NDS, ECA Tasmania Branch, ACCPA), are offering this fully funded ***Developing a Workplace Training Culture Skill Set*** program. It is funded as part of the Local People in Local Jobs initiative, supported by the Tasmanian Government through the Department of State Growth.

1300 655 307
www.tastafe.tas.edu.au

RTO 60142 | CRICOS 03041M



About the program

Designed for the Tasmanian Community Services Industry (Aged Care, Disability Services, Education and Care, and Social Services), this skill set program includes up to five units from the Training and Assessment TAE40122 Certificate IV qualification.

Through completing the Skill Set/s, you will develop the skills and knowledge needed to understand the VET sector and provides a first step in gaining training skills and knowledge to support, mentor, instruct and assist people completing qualifications in the workplace.

The first skill set completed is the Workplace Supervisor Skill Set with the second skill set offered being the Work Skill Instructor Skill Set. See units below:

TAESS00017 Workplace Supervisor Skill Set	<ul style="list-style-type: none">• TAEASS311 Contribute to assessment• TAEDEL414 Mentor in the workplace <p><i>(+TAEDEL311 Provide work skill instruction – completed in other Skill Set)</i></p>
--	---

TAESS00028 Work Skill Instructor Skill Set	<ul style="list-style-type: none">• TAEDEL311 Provide work skill instruction• TAEPDD401 Work effectively in the VET sector
---	---

On completion of the first two Skill Sets you may continue to complete the following Skill Set.

TAESS00021 Facilitation Skill Set	<ul style="list-style-type: none">• TAEDES412 Design and develop plans for vocational training• TAEDEL411 Facilitate vocational training
--	---

Please note – this is a skill set program and you are not funded to complete the full Certificate IV qualification.

Requirements to enrol in this skill set program

You must be able to demonstrate vocational competency in your proposed teaching and assessing area and an adequate level of language, literacy and numeracy skills. Vocational competence is defined as broad industry knowledge and experience and may include holding a relevant unit of competency or qualification.

In your enrolment application you will be asked to:

- Provide evidence of vocational competency in your sector area, e.g., Certificate IV in Disability Support, Mental Health, Diploma in Early Childhood Education and Care.
- provide your resume showing your current experience using this qualification
- Agree to undertake the TasTAFE Language, Literacy and Numeracy (LLN) Assessment achieving an ACSF level 3 English and ACSF level 2 Maths

It is also an expectation that you are committed to attending the online webinars and putting aside own time to complete coursework and assessments.

What skills and attributes are required for successful completion?

You will need:

Digital literacy skills to meet training and assessment requirements, including:

- word processing skills such as saving, filing and retrieving documents
- basic presentation programs such as PowerPoint
- using the TasTAFE Learning Management System (Canvas)
- using communication tools such as email, Zoom and MS Teams
- navigating online to undertake research

To find out more about the program and any other eligibility requirements, click to the TasCOSS Skill Set program webpage - <https://tascoss.org.au/projects/industry-plan/tae/>

Schedule

Developing a Workplace Training Culture - Intake 3 September 2024

Workplace Supervisor Skill Set - TAESS00017

Delivery	Location	Time	Time
Online Induction	Zoom	Tuesday, 03 September 2024	12.00pm - 1.00pm
Webinar 1	Zoom	Tuesday, 03 September 2024	1.00pm - 3.30pm
Webinar 2	Zoom	Tuesday, 17 September 2024	12.30pm - 3.30pm
Webinar 3	Zoom	Tuesday, 1 October 2024	12.30pm - 3.30pm
Online Support Session	Zoom	Tuesday, 10 September 2024	2.00pm - 3.30pm
Online Support Session	Zoom	Tuesday, 24 September 2024	2.00pm - 3.30pm
Online Support Session	Zoom	Tuesday, 15 October 2024	2.00pm - 3.30pm

Work Skills Instructions Skill Set - TAESS00028

Delivery	Location	Time	Time
Webinar 1	Zoom	Tuesday, 22 October 2024	12.30pm - 3.30pm
Webinar 2	Zoom	Tuesday, 29 October 2024	12.30pm - 3.30pm

Facilitation Skill Set – TAESS00021

Delivery	Location	Time	Time
Webinar 1	Zoom	Tuesday, 5 November 2024	12.30pm - 3.30pm
Webinar 2	Zoom	Tuesday, 12 November 2024	12.30pm - 3.30pm
Webinar 3	Zoom	Tuesday, 19 November 2024	12.30pm - 3.30pm
Webinar 4	Zoom	Tuesday, 26 November 2024	12.30pm - 3.30pm
Webinar 5	Zoom	Tuesday, 3 December 2024	12.30pm - 3.30pm

What Next?

Complete the [Expression of Interest](#) online form

– secure places for you and your employees now.

If you would like to have a conversation about the program; the purpose and development, please contact Troy Robbins troy.robbins@TasTAFE.tas.edu.au or 0457 034 497

If you would like to ask more about the course units and delivery, please contact trainingandassessment@tastafe.tas.edu.au