

Assessment and Workplace Training Implementation Kit

Western Australian Department of Training

BSZ98

April 1999

FOREWORD

This Implementation Kit has been developed to enable providers and assessors in Western Australia to participate in the managed implementation of the Training Package.

The Training Package has been developed through great effort and significant co-operation with industry. To achieve maximum benefits from the Package, its implementation needs to occur in a planned manner.

The Assessment and Workplace Training Implementation Kit provides information to providers and assessors to enable that to be achieved.

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Acknowledgments

The Western Australian Implementation Kit for the Training Package for Assessment and Workplace Training is substantially based on the Victorian Implementation Kit.

The Western Australian Department of Training wishes to acknowledge the Victorian Office of Training and Further Education for making available this material.

Introduction

Purpose of the Kit

This Kit is designed to assist Registered Training Organisations including those which do not attract public funding to use Training Packages for training delivery.

This Kit should be read in conjunction with the **Endorsed Components** of Training Package **BSZ98**

The Kit provides information on:

- the main features of the Training Package
- courses which may be replaced by Training Package qualifications
- transition arrangements from courses to Training Package qualifications
- alignment between units of competency and curriculum modules
- examples of Training Package model programs
- resources

Obtaining the Training Package

The Training Package for Assessment and Workplace Training can be purchased from:

Australian Training Products

321 Exhibition Street
Melbourne Vic 3000
Telephone: 03 9630 9836 or 03 9630 9837
Fax: 03 9639 4684

Training Package information will be available in stages on the National Training Information Service Internet site: **www.ntis.gov.au**

Copies of this Kit may be obtained from:

Quality Assurance and Recognition Branch.

Western Australian Department of Training.

151 Royal Street ,
East Perth
WA 6004
Fax **(08) 9235 6142**

Phone (08) 9235 6315

Overview of the Training Package for Assessment and Workplace Training

The following table provides an overview of the Endorsed Components of the Training Package for Assessment and Workplace Training. The Endorsed Components consist of the of Units of Competence, the Assessment Guidelines and the Qualifications Framework.

BSZ 98 Training Package for Assessment and Workplace Training	
Main Focus	Assessment Training Training and Assessment Management
Number and Level of Qualifications	Certificate IV - 1 qualification Diploma - 1 qualification
National Advisory Body	Business Services Australia
Endorsement	Ministerial Council (MINCO) of the Australian National Training Authority

Other Features

- The standards in this package are appropriate across all industry areas and are incorporated into many other Training Packages.
- All Training Packages refer to these standards when defining the qualifications needed by assessors to assess the units of competence in the package.
- In most packages, the units *Plan Assessment, Conduct Assessment* and *Review Assessment* have been identified as a minimum requirement.
- State Recognition Authorities also use these competencies as quality benchmarks for Registered Training Organisations.

Overview of the Training Package for Assessment and Workplace Training - Qualifications

The following table provides a summary of the qualifications in the Training Package for Assessment and Workplace Training. Refer to the section *Training Package for Assessment and Workplace Training Qualifications Framework* in the Training Package for rules on how units of competence are combined for each qualification.

Code	Title	Nominal Hours
BSZ40198	Certificate IV in Assessment and Workplace Training	210
BSZ50198	Diploma of Training and Assessment Systems	480

Effect On The Scope Of Registered Training Organisations.

All States and Territories have agreed that accredited courses which deliver the competencies in a Training Package should be phased out. The following table lists commonly used courses which should be replaced by qualifications in the Training Package for Assessment and Workplace Training. All course owners and users are responsible for evaluating their courses against the Training Package.

Scope of Registration

In migrating to the new qualifications, an RTO may need to simply notify the Training Accreditation Council of their actions, or apply for an extension of scope.

1. Where Registered Training Organisations (RTOs);

- Have the scope to deliver an accredited course which will be replaced by a Training Package Qualification or Units of Competence, and
- are confident that the requirements for delivering the Training Package Qualification or Units of Competence are the same as those required to deliver current accredited courses

and/or

- hold Quality Endorsed Training Organisation (QETO) status

Notify the Training Accreditation Council when they wish to add the Training Package Qualification or Units of Competency to their Organisation's registration. This is done using the Notification Form: Addition to Registration in Booklet 7 (after page 20) in the Training Recognition Information Kit. (Available from QA&R telephone (08) 9235 6142)

2. The next table identifies Training Package qualifications which replace accredited courses and training programs but require additional resources or facilities. It is noted that the "old" Workplace Assessor Training module is included in BSZ40198 Certificate IV in Assessment and Workplace Training but is only part of it. Therefore if an RTO wanted to deliver the complete level IV qualification or expand to cover level 5 qualifications they may need to apply for an amendment to their current scope.

Extending scope to the Diploma level may require significant preparatory work on the part of the RTO. The Package requires that competence at level 5 can

only be assessed by assessors with competence at level 5 or above. The RTO will need to demonstrate to a validator that they can provide this level of assessment. It is suggested that a person who has a qualification at university level in adult education, or a panel of persons who collectively hold a similar level of skill, could satisfy this requirement.

RTOs should refer to Booklet 3 (section 3.10) of the Training Recognition Information Kit for advice on amendment to scope of registration.

Training Package Qualifications which Replace Accredited Courses

Nominal Duration

The maximum nominal hours are identified for each Training Package qualification. Nominal hours may vary within a qualification depending on the units of competence selected and the delivery strategies used. Training delivery will not be funded beyond the maximum nominal hours indicated, should public funding be applicable in this area. Nominal hours are for supervised training only and include both delivery and assessment.

Providers should note that this table only gives some examples of currently offered programs in this area.

Accredited Course	Training Package Qualification
<p>Current qualification: National Code SA 2081 /TAFE 0515 Certificate IV in Workplace Training (Category 2)</p> <p>Nominal hours: 210 hours</p>	<p>Replacement Training Package qualification/s: BSZ40198 Certificate IV in Assessment and Workplace Training</p> <p>Nominal hours: 210 hours</p> <p>The nominal hours required for training and assessment will depend on the mode of delivery. Funding will not exceed the nominal hours for supervised training stated above.</p>
<p>Current qualification: National Code SA 2201 /TAFE 0513 Course in Workplace Training (Category 1)</p> <p>Nominal hours: 30 hours</p>	<p>Replacement Training Package units of competence BSZ404A Train Small Groups</p> <p>Note. Only Statements of attainment may be issued on the completion of any/all of these Units of Competence</p> <p>Nominal hours: 30 hours</p> <p>The nominal hours required for training and assessment will depend on the mode of delivery. Funding will not exceed the nominal hours for supervised training stated above.</p>

<p>Current qualification: National Code SAP0778/TAFE 0160 Assessor Training Program</p>	<p>Replacement Training Package units of competence</p>
<p>Nominal hours: 35 hours</p>	<p>BSZ401A Plan Assessment BSZ402A Conduct Assessment BSZ403A Review Assessment</p>
	<p>Note. Only Statements of attainment may be issued on the completion of any/all of these Units of Competence. There is no longer a Certificate for Workplace Assessor.</p>
	<p>Nominal hours: 35 hours The nominal hours required for training and assessment will depend on the mode of delivery. Funding will not exceed the nominal hours for supervised training stated above.</p>

New Training Package Qualifications.

The following table lists qualifications in the Training Package for Assessment and Workplace Training where there is no equivalent accredited course.

Currently Registered Training Organisations (RTOs) who wish to deliver the Qualification listed below or Units of Competence which are specific to this Qualification will need to apply for an amendment of their scope. RTOs should refer to Booklet 3 (Section 3.10) of the Training Recognition Information Kit for advice on amendment of scope Registration.

QETO organisations should notify the Training Accreditation Council of their intentions to offer the qualifications using the "Notification Form Addition to Registration" after page 20 in Booklet 7 of the Training Recognition Information Kit.

Code	Training Package Qualification Title	Nominal Hours
BSZ50198	Diploma of Training and Assessment Systems	480

Transition Arrangements

It is recommended that, wherever possible, students enrolled in an accredited course being replaced by a Training Package qualification should be able to transfer their enrolment to the Training Package. Training providers should take the following factors into account:

- possible disadvantage to the student
- viability of delivering the accredited course
- degree of alignment between the Training Package and course qualification
- proportion of studies completed
- level of credit transfer.

The following information may assist training providers in transferring current students across into the new Units of Competence.

Alignment Between Units of Competence and Course Modules

Credit transfer may be granted to students transferring from an accredited course to a replacement Training Package qualification as shown in the table below.

The table may also be used by Registered Training Organisations (RTO) to identify modules that will support training delivery; however, the use of these modules as delivery resources is a decision for the RTO.

The table below gives some examples of the the alignment between the new units of competence and some of the currently offered modules.

Unit Code	Unit Title	Nominal Hours	Module(s) which Fully Address the Outcomes in a Unit of Competence
BSZ401A BSZ402A BSZ403A	Plan Assessment Conduct Assessment Review Assessment	15 15 5	ABD006 Conducting Assessment is equivalent to these three units
BSZ404A	Train Small Groups	30	SIN No 66002 Workplace Training
BSZ405A	Plan & Promote a Training Program	50	ABD001 the Context of Workplace Training, plus ABD002 Adult Learning and Learners,plus ABD003 Preparing Training Programs, plus ABD008 Promoting Training
BSZ406A	Plan a Series of Training Sessions	30	ABD001 the Context of Workplace Training, plus ABD002 Adult Learning and Learners,plus ABD005 Preparing and delivering Training Session

BSZ407A	Deliver Training Sessions	50	ABD001 the Context of Workplace Training, plus ABD002 Adult Learning and Learners, plus ABD004 Preparing Learning Resources plus ABD005 Preparing and delivering Training Session
BSZ408A	Review Training	15	ABD007 Evaluating Training
BSZ501A	Analyse Competency Requirements	50	New Diploma Unit with no equivalence in the old program.
BSZ502A	Design and Establish the Training System	40	New Diploma Unit with no equivalence in the old program.
BSZ503A	Design and Establish the Assessment System	40	New Diploma Unit with no equivalence in the old program.
BSZ504A	Manage the Training and Assessment System	40	New Diploma Unit with no equivalence in the old program.
BSZ505A	Evaluate the Training and Assessment System	45	New Diploma Unit with no equivalence in the old program.
BSZ506A	Develop Assessment Procedures	25	New Diploma Unit with no equivalence in the old program.
BSZ507A	Develop Assessment Tools	25	New Diploma Unit with no equivalence in the old program.
BSZ508A	Design Training Courses	40	New Diploma Unit with no equivalence in the old program.

The National Assessors and Workplace Trainers Body has advised that there is broad equivalence between an accredited Certificate IV in Workplace Training (Category 2) based on the Workplace Training Competency Standards (August 1994 - July 1999) and the BSZ40198 Certificate IV in Assessment and Workplace Training. Keeping in mind that the previous competency standards were developed and endorsed prior to Training Packages and the Australian Recognition Framework, providers using existing curriculum materials to deliver the Training Package qualifications should ensure their currency.

The Training Accreditation Council supports advice from the National Assessors and Workplace Trainers Body in advising RTOs to provide some professional development to ensure that their workplace trainers

and assessors are equipped to meet the requirements of the new standards and retain their current competence.

Table Comparing Old with the New standards

Units of Competence (1995)	Units Of Competence (1998)
Category 1 Units <ul style="list-style-type: none"> ◆ Prepare for training ◆ Deliver Training ◆ Review Training 	BSZ404A Train Small Groups
Category 2 Units <ul style="list-style-type: none"> ◆ Prepare for Training ◆ Deliver Training ◆ Conduct Assessment ◆ Review and Promote Training 	BSZ401A Plan Assessment BSZ402A Conduct Assessment BSZ403A Review Assessment BSZ405A Plan & Promote Training Program BSZ406A Plan a Series of Training Sessions BSZ407A Deliver Training Sessions BSZ408A Review Training
Assessment Standard <ul style="list-style-type: none"> ◆ Conduct assessment in accordance with an established assessment procedure. Extension Unit. <ul style="list-style-type: none"> ◆ Plan and Review Assessment 	BSZ401A Plan Assessment BSZ402A Conduct Assessment BSZ403A Review Assessment.
Specialist Units: <ul style="list-style-type: none"> ◆ Design the assessment system ◆ Establish the assessment system. 	BSZ503A Design and establish the Assessment System

Examples of Training Package Programs

The rules for packaging units of competence to form qualifications are described in the section *Qualifications Framework* of the Training Package for Assessment and Workplace Training. The rules provide information on:

- mandatory units of competence for each qualification
- selection of elective units of competence for the diploma qualification
- use of units from other Training Packages

The following **examples** show how units of competence can be combined into qualifications or Statements of Attainment.

Example 1: Appropriate for a person planning, conducting and reviewing assessment.

Statement of Attainment		
Unit Code	Unit Name	Nominal Hours
BSZ401A	Plan Assessment	15
BSZ402A	Conduct Assessment	15
BSZ403A	Review Assessment	5
Total Hours		35

Example 2: Appropriate for a person planning, delivering and reviewing training one-to-one or for a small group.

Statement of Attainment		
Unit Code	Unit Name	Nominal Hours
BSZ404A	Train Small Groups	30
Total Hours		30

Example 3: Appropriate for a person who undertakes one or more of the following: planning, conducting, modifying and reviewing training; analysing competency needs; development of assessment tools and procedures.

Qualification: BSZ40198 Certificate IV in Assessment and Workplace Training

Unit Code	Unit Name	Nominal Hours
BSZ401A	Plan Assessment	15
BSZ402A	Conduct Assessment	15
BSZ403A	Review Assessment	5
BSZ404A	Train Small Groups	30
BSZ405A	Plan and Promote a Training Program	50
BSZ406A	Plan a Series of Training Sessions	30
BSZ407A	Deliver Training Sessions	50
BSZ408A	Review Training	15
Total Hours		210

Example 4: Appropriate for a person with responsibility for managing an assessment system.

Qualification: BSZ50198 Diploma of Training and Assessment Systems

Unit Code	Unit Name	Nominal Hours
BSZ401A	Plan Assessment	15
BSZ402A	Conduct Assessment	15
BSZ403A	Review Assessment	5
BSZ405A	Plan and Promote a Training Program	50
BSZ501A	Analyse Competency Requirements	50
BSZ503A	Design and Establish the Assessment System	40
BSZ504A	Manage the Training and Assessment System	40

BSZ505A	Evaluate the Training and Assessment System	45
BSZ506A	Develop Assessment Procedures	25
BSZ507A	Develop Assessment Tools	25
	Additional three units (minimum) relevant to assessment and workplace training from other Training Packages and appropriate to a diploma level qualification.	120 (estimate)
Total Hours		430

Example 5: Appropriate for a person with responsibility for managing a training and assessment system.

Qualification: BSZ50198 Diploma of Training and Assessment Systems		
Unit Code	Unit Name	Nominal Hours
BSZ401A	Plan Assessment	15
BSZ402A	Conduct Assessment	15
BSZ403A	Review Assessment	5
BSZ406A	Plan a Series of Training sessions	30
BSZ407A	Deliver Training Sessions	50
BSZ408A	Review Training	15
BSZ501A	Analyse Competency Requirements	50
BSZ502A	Design and Establish the Training System	40
BSZ504A	Manage the Training and Assessment System	40
BSZ505A	Evaluate the Training and Assessment System	45
	Additional three units (minimum) relevant to assessment and workplace training from other Training Packages and appropriate to a diploma level qualification.	120 (estimate)
Total Hours		425

Example 6: Appropriate for a person with responsibility for the design, delivery and assessment of training.

Qualification: BSZ50198 Diploma of Training and Assessment Systems

Unit Code	Unit Name	Nominal Hours
BSZ401A	Plan Assessment	15
BSZ402A	Conduct Assessment	15
BSZ404A	Train Small Groups	30
BSZ405A	Plan and Promote a Training Program	50
BSZ406A	Plan a Series of Training sessions	30
BSZ407A	Deliver Training Sessions	50
BSZ501A	Analyse Competency Requirements	50
BSZ502A	Design and Establish the Training System	40
BSZ503A	Design and Establish the Assessment System	40
BSZ508A	Design Training Courses	40
	Additional three units (minimum) relevant to assessment and workplace training from other Training Packages and appropriate to a diploma level qualification.	120 (estimate)
Total Hours		480

*Examples of appropriate additional units may include the following frontline management units of competence. Please note that these units would need to be assessed at AQF level 5.

BSXFM2A	Provide Leadership in the Workplace	40 hours
BSXFM4A	Participate in, Lead and Facilitate Teams	40 hours
BSXFM5A	Manage Operations to Achieve Planned Outcomes	40 hours
BSXFM8A	Develop and Maintain a Safe Workplace and Environment	40 hours
BSXFM9A	Implement and Monitor Continuous Improvement Systems and Processes	40 hours

BSXFM10A	Faciliate and Capitalise on Change and Innovation	40 hours
BSXFM11A	Contribute to the Development of a Workplace Learning Environment	40 hours

RESOURCES

A wide range of existing resources are available to support the implementation of the Assessment and Workplace Training, Training Package. Many of the resources used to deliver accredited courses will continue to be relevant. Assessment tools designed for accredited courses may be appropriate when assessing against units of competence but should be reviewed against the assessment requirements for the unit.

Organisations distributing training resources useful for the Assessment and Workplace Training, Training Package.

Contact Details	Resources
Australian Training Products 321 Exhibition Street Melbourne. Victoria 3000 Tel 03 9630 9836/03 9630 9837 Fax 03 9639 4684	Publications: Training Package
National Assessors and Workplace Trainers Body 8 Soudan Lane, Paddington, NSW 2021 Tel 02 9360 7322 Fax 02 9360 5688	Publications: <ul style="list-style-type: none"> • Training Package • Assessment Competency Standards. • Train Small Groups Competency Standards. • Cert IV Assessment and Workplace Training Competency Standards
Community Services, Health & Education ITC 1 st Floor, 1152 Hay St. West Perth W.A. 6005 Tel (08) 9481 4211 Fax (08) 9481 5226	Responsible ITC, For general advice