

Qualification Name: Certificate IV in Training and Assessment

Student Name: XXXX

Trainer/Assessor Name: XXXX

Qualification Code: TAE40116

Date of Birth: DD/MM/YYYY

Supervised Training Activity Completion: DD/MM/YYYY

Start Date: DD/MM/YYYY

PUSH: HOURS

Unit Code	Unit Name	Unit Status Core/ Elective	Norm. Hrs	Sched. Hrs	Proposed Start Date	Actual Start Date	Proposed Completion Date	Delivery Method	Assessment Method	Assessment Outcome C/ NYC /RPL / CT	Completion Date
TAEASS401	1 1 1 1	C	40	піз	10/05/2021	Date	19/7/2021	Method	Method	NTC/KPL/CI	Date
TAEA55401	Plan assessment activities and processes		40		10/05/2021		19/7/2021				
TAEASS402	Assess competence	С	25		10/05/2021		19/7/2021				
TAEASS403	Participate in assessment validation	С	35		10/05/2021		19/7/2021				
TAEASS502	Design and develop assessment tools	С	40		10/05/2021		19/7/2021				
TAEDEL401	Plan, organise and deliver group-based learning	С	30		22/03/2021		31/5/2021				
TAEDEL402	Plan, organise and facilitate learning in the workplace	С	25		22/03/2021		31/5/2021				
TAEDES401	Design and develop learning programs	С	50		01/02/2021		22/3/2021				
TAEDES402	Use training packages and accredited courses to meet client needs	С	25		01/02/2021		22/3/2021				
TAELLN411	Address adult language, literacy and numeracy skills	С	30		01/03/2021		12/4/2021				
BSBCMM401	Make a presentation	E	30		22/03/2021		31/5/2021				
	TOTAL		330							-	

Assessment Outcomes						
С	Competent					
NYC	Not yet Competent					
RPL	Recognition of Prior Learning					
СТ	Credit Transfer					
Assessment Method						
WS	Work Sample					
Р	Project					
PA	Practical Assessment					
CR	Classroom					
WT	Written Test					
PT	Presentation					
0	Observation					
٧	Verbal Questioning					
TP	Third Party					
WA	Written Assessment					
Delivery Method						
CR	Classroom					
W	Workplace					
0	Online					



LLN Result

Learning Style

Reasonable adjustments

Additional support required

Student Support notes

Training plan Policy and guidelines

Training plans are designed to capture how training and assessment will happen, where it will occur and who will train and assess. It will outline what primary resources are required to provide the training and assessment services and when training and assessment will occur. The training plan must be used in conjunction with other documentation containing further detail such as assessment cover sheet (refer to assessment policy). Date ranges may be used where the RTO is unable to specify specific dates and times but the student will be advised of specific dates and times as soon as possible.

Trainer Declaration

I have participated in the development of this training plan, including provision of any additional units (where applicable) that are not required to be completed under the rules of the relevant training package. I understand and agree it is my responsibility to provide the student the opportunity to RPL or credit transfer and, where indicated, the structured training as soon as possible. I acknowledge that I am to give the Student a training record to complete it as required under state regulations

Trainer Signature	X	Da	Pate						
Student Declaration									
I have participated in the	e development of this	training plan and	nd agree to the inclusion of any addi	itional units (where applicable	e) that are required to be cor	npleted under the rules of	f the relevant training packag	ge. I agree to undertake the	training provided
by the RTO and to comp	lete my training recor	d as required by	state regulations						

Student Signature ______ Date _____



Training Plans are sent to the trainer a few days before the first day of the course along with a list of student email addresses. On the first day trainers must let the students know that they are sending the training plan to them to be signed and dated then returned before the 2nd class. Once you receive all training plans ensure both yourself and the student have signed and dated it and forward it on to msa-assessment@monash.edu.

Our staff will complete the remainder of the document through out the course.

Page 2 of 2