





## CORE UNITS OF COMPETENCY (6) :

### TAEDES411 - USE NATIONALLY RECOGNISED TRAINING PRODUCTS TO MEET VOCATIONAL NEEDS

This unit describes the skills and knowledge required to use training packages and accredited courses as tools to support industry, organisation and individual competency development.

#### Learning outcomes:

- Select the appropriate training package or accredited course
- Analyse and interpret the qualifications framework.
- Analyse and interpret units of competency and accredited modules.
- Contextualise units and modules for client applications.
- Analyse and interpret assessment information.

### TAEASS412 - ASSESS COMPETENCE

This unit describes the skills and knowledge required to plan, prepare for and conduct the competency-based assessment of candidates using nationally recognised training products and validated assessment tools.

#### Learning outcomes:

- Plan and prepare to conduct assessment.
- Customise assessment process.
- Prepare candidates.
- Collect evidence.
- Make the assessment judgement.
- Review assessment practice

### TAEDEL411 – FACILITATE VOCATIONAL TRAINING

This unit describes the skills and knowledge required to plan, prepare for and facilitate the vocational training of both individual learners and groups of learners via face-to-face in person delivery mode. .

#### Learning outcomes:

- Plan and prepare for vocational training.
- Customise vocational training
- Deliver face to face vocational training
- Support individual and group learning
- Review vocational training practice

### TAEDES412 - DESIGN AND DEVELOP PLANS FOR VOCATIONAL TRAINING

This unit describes the skills and knowledge required to design, develop and document plans for vocational training

#### Learning outcomes:

- Plan vocational training
- Design a plan for vocational training
- Develop session plans for vocational training

### TAEPPD401 - WORK EFFECTIVELY IN THE VET SECTOR

This unit describes the skills and knowledge required to operate within the vocational education and training (VET) sector regulatory and operational context relevant to the job role of an entry-level VET teacher, trainer and assessor

#### Learning outcomes:

- Interpret VET policy context
- Operate within VET delivery and compliance frameworks.
- Work effectively with vocational learners
- Plan to improve own professional practice

### TAEASS413 - PARTICIPATE IN ASSESSMENT VALIDATION

This unit describes the skills and knowledge required to participate in the validation of assessment tools, practices and judgements.

#### Learning outcomes:

- Prepare for validation activities
- Participate in assessment validation.
- Contribute to validation outcomes.

## TAEDEL405 PLAN, ORGANISE AND FACILITATE ONLINE LEARNING (ELECTIVE)

This unit describes the skills and knowledge required to plan, organise, facilitate, and review learning that is delivered online using suitable delivery methods, digital tools and existing learning resources and materials.

### Learning outcomes:

- Plan and organise online learning environment for delivery of synchronous and asynchronous learning activities
- Introduce and establish online learning
- Facilitate online learning
- Support online learning
- Review online learning processes

## TAEASS404 ASSESS COMPETENCY IN AN ONLINE ENVIRONMENT (ELECTIVE)

This unit describes the skills and knowledge required to assess candidates' competence in an online environment. It involves implementing a plan for the assessment process, gathering quality evidence according to the principles of assessment and the rules of evidence and making the assessment decision..

### Learning outcomes:

- Prepare to assess in online environment
- Administer online assessment
- Make assessment decision of evidence submitted online
- Finalise online assessment process

## TAEASS512 - DESIGN AND DEVELOP ASSESSMENT TOOLS (ELECTIVE)

This unit describes the skills and knowledge required to design, develop and document assessment tools used for the collection of quality evidence for the competency-based assessment of nationally accredited training products, including assessment tools for recognition of prior learning.

### Learning outcomes

- Prepare to develop assessment tool
- Plan assessment tool
- Design assessment tool
- Develop assessment tool
- Finalise assessment tool

## BSBCMM411 – MAKE PRESENTATIONS

This unit covers the skills and knowledge required to prepare, deliver and review presentations for target audiences.

This unit applies to individuals who may be expected to make presentations for a range of purposes, such as marketing, training and promotions.

### Learning outcomes

- Prepare a presentation
- Deliver a presentation
- Review a presentation

## TAEDEL311 - PROVIDE WORK SKILL INSTRUCTION

This unit describes the skills and knowledge required to conduct individual and small group work skill instruction using existing support materials and demonstration of work skills as a training strategy, and assess the success of training and one's own training performance.

### Learning outcomes:

- Organise instruction and demonstration
- Conduct instructional demonstration
- Check training performance.
- Review training performance

## BSBHRM413 - SUPPORT THE LEARNING AND DEVELOPMENT OF TEAMS AND INDIVIDUALS (ELECTIVE)

This unit describes the skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup.

### Learning outcomes

- Contribute to needs development
- Support implementation of learning and development
- Monitor and evaluate workplace learning skills in vocational practice

Surname:	
Given name:	
Date of Application:	
Date of Birth:	
Gender :	Female / Male
Residential Address:	
Suburb:	Post Code:
Tel:	
Mobile:	
Email:	
Do you have a Unique Student Identifier (USI)?	
Yes: please enter number:	
No: please apply at (www.usi.gov.au) and provide details to Phoenix	

### COURSE DETAILS

#### Training

- Full course \$4400
- Individual unit enrolment \$440
- \*RPL \$440 per unit/simple unit delivery
- Skill Set

Please indicate below the units you would like to seek RPL for:


\*If applying for RPL please contact Phoenix Academy for the RPL Kit.

**COURSE DATES**  Express Delivery:  /  /

Please refer to page 7 for detailed course days

Standard Delivery:     /     /

*If your employer or another organisation is paying for this course, please provide their details:*

Company / Organisation:	
Residential Address:	
Suburb:	Post Code:
Contact Person:	
Tel:	
Email:	

### COURSE DETAILS

Course(s) Applying For:	
Preferred CourseStart Date(s):	

### **NATIONALLY RECOGNISED TRAINING REQUIRED INFORMATION:**

*(Vocational Training Applicants Only)*

#### **PREVIOUS QUALIFICATIONS ACHIEVED**

Have you successfully completed any of the following qualifications?	
Bachelor Degree or Higher Degree	<input type="checkbox"/>
Advanced Diploma or Associate Degree	<input type="checkbox"/>
Diploma (or Associate Diploma)	<input type="checkbox"/>
Certificate IV ( or Advanced Certificate /Technician)	<input type="checkbox"/>
Certificate III ( or Trade certificate)	<input type="checkbox"/>
Certificate II	<input type="checkbox"/>
Certificate I	<input type="checkbox"/>
Certificate other than the above	<input type="checkbox"/>
No, I have not completed any of these qualifications	<input type="checkbox"/>

### EMPLOYMENT

Of the following categories, which BEST describes your current employment status? (tick ONE box only)

#### **EMPLOYED**

- Full-time employee
- Part-time employee
- Self employed - not employing others
- Employer
- Employed - unpaid worker in a family business

#### **UNEMPLOYED**

- Unemployed - seeking full-time work
- Unemployed - seeking part-time work

#### **NOT IN THE LABOUR FORCE**

- Volunteer

### STUDY REASON

Of the following categories, which BEST describes your main reason for undertaking this course? (Tick ONE box only)

#### **JOB RELATED**

- To get a job
- To develop my existing business
- To start my own business
- To try for a different career
- To get a better job or promotion
- It was a requirement of my job
- I wanted extra skills for my job

#### **FURTHER STUDY**

- To get into another course of study

#### **OTHER**

- For personal interest or for self-development
- other reasons



## LANGUAGE AND CULTURAL DIVERSITY

Are you Aboriginal or Torres Strait Islander?	
<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal
<input type="checkbox"/> Yes, Torres Strait Islander	<input type="checkbox"/> Yes, Both Aboriginal and Torres Strait Islander
Country of Birth	
Main language at home is English?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Main language other than English spoken at home is	
How well do you speak English? (Please circle)	
Poor      Below Average      Average      Good      Excellent	

## LEARNING REQUIREMENTS/SPECIAL NEEDS

Do you consider yourself to have a disability, impairment or long term condition that may affect your studies? (Please tick)

None	<input type="checkbox"/>	Hearing/Deaf	<input type="checkbox"/>
Intellectual	<input type="checkbox"/>	Vision	<input type="checkbox"/>
Learning	<input type="checkbox"/>	Medical Condition	<input type="checkbox"/>
Mental Illness	<input type="checkbox"/>	Other	<input type="checkbox"/>

## PAYMENT METHOD

<input type="checkbox"/>	Credit Card (3.4% surcharge will apply for Mastercard and Visa and 1.05% for AMEX)
<input type="checkbox"/>	Master <input type="checkbox"/> Visa <input type="checkbox"/> AMEX
	Card number: <input type="text"/>
	Amount paying: <input type="text"/>
	Expiry date: <input type="text"/> CCV#: <input type="text"/>
	<i>(CCV# is the last 3 digits located next to the signature panel on the back of the credit card)</i>
<input type="checkbox"/>	EFT Transfer
	Account Name: Phoenix Academy
	BSB: 306058
	Account No.: 0529033
	Swift Code: BKWAAU6P
	Bank Name: Bankwest, a division of Commonwealth Bank of Australia
	Bank Address: 149 Oxford St, Leederville 6007 Western Australia

## ACCEPTANCE PROCEDURE

Application -> interview -> acceptance or advice on alternative opportunities  
-> payment -> start.

## PAYMENT

The fees must be paid in full, on written confirmation of acceptance onto the course.

## APPLICATION PROCEDURE

The completed application form together with your deposit should be submitted a minimum of 4 weeks prior to the course commencement date to:

[admissions@phoenix.wa.edu.au](mailto:admissions@phoenix.wa.edu.au)

Interviews will take place shortly after your application has been received. You will be notified of acceptance into your intended course in writing no later than one week after your interview.

## FURTHER INFORMATION

Should you have any queries please contact:

[info@phoenix.wa.edu.au](mailto:info@phoenix.wa.edu.au)  
tel: +61 8 9235 6000



<p><u>Marketing Use Content</u></p> <p>URMDVPDEM          DRUM PDV RRP DUDR          UDDUDURUDPRVDDP          RRV RRR RRV PDUN D VD RM</p>		<p>D</p> <p>P RM</p>
<p>*Parental/guardian consent is required for all students under the age of 18.</p>		
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