



TAA Stage 4 Rollout Procedure

1. Training Officer Certificate (TAADEL301C Provide training through instruction and demonstration of work skills).

Branch Pathway Reference	Current Status	Pathway	Pathway Details
1	Have 'Trainer (TAA, Provide Training)', currently training (over the last 2 years)	RPL	Complete RPL application (document 5), showing currency
2	Have 'Trainer (TAA, Provide Training)', not currently training	Documents 1 & 2 + workshop	Complete documents 1. Document 1 – <i>Pre-workshop Activities Training Officers Certificate</i> 2. Document 2 . – <i>Assessment Activities Training Officers Certificate</i> <i>plus attend ½ day workshop</i>
3	No training qualifications and have been training over the last 2 years	RPL	Complete RPL application (document 5), showing currency
4	Train Small Groups qualification, plus currently training	RPL	Complete RPL application (document 5) with Certified copy of Train Small Groups statement of attainment / Cert IV in Assessment and Workplace Training, plus show currency
5	Completed previous courses (e.g. TSG Upgrade, Trainer (TAA, Provide Training)) and no qualification received, currently training.	RPL	Complete RPL application (document 5), showing currency
6	No qualifications – no currency – candidates must attend full course for new trainer – as scheduled in the SLSS Branch 08 09 Lifesaving & Education Calendar		

Examples of specific evidence:

- Your VET log book;
- Your Diary pages showing training sessions conducted;
- Your Lesson plans showing name, date and added notes, comments, etc. this may include modifications to suit candidates, venue, etc.;
- Training Course Reports completed by you;
- Attendance Records at courses conducted by you;
- Workplace training conducted by you;
- Certified copy of Train Small Groups Statement of Attainment;
- Certified copy of Cert IV Assessment & Workplace Training certificate;
- Certified copy of workplace qualification;
- SurfGuard printout;
- Copies of Participants Course Evaluation forms, clearly stating your name as the trainer.

2. Assessor certificate (TAAASS401B Plan and organise assessment; TAAASS402B Assess competence; and TAAASS404B Participate in assessment validation):

There is no equivalent unit of competence to TAAASS404B, so all participants must complete this workshop.

Branch Pathway Reference	<u>Current Status</u>	<u>Pathway</u>	<u>Pathway Details</u>
A	Have 'Assessment Cluster' award, currently assessing, (assessing over the last 2 years)	RPL + Validation in Documents 3 & 4 + workshop	Complete RPL application (document 6); Complete Validation section only of documents 3 (topic 3) & 4 (pages 4 – 20); plus ½ day workshop
B	Have 'Assessment Cluster' award, not currently assessing	RPL + Documents 3 & 4 + workshop	Complete RPL application (document 6); Complete all of documents 3 and 4 and attend ½ day workshop.
C	No qualifications, plus , assessing over the last 2 years (currently assessing)	RPL + Validation in Documents 3 & 4 + workshop	Complete RPL application (document 6); Complete Validation section only of documents 3 (topic 3) & 4 (pages 4 – 20); plus ½ day workshop
D	Hold 'Plan, Conduct and Review Assessment' units from Cert IV in Assessment and Workplace Training, currently assessing (2 years currency)	RPL + Validation in Documents 3 & 4 + workshop	Complete RPL application (document 6) with Certified copy of Plan, Conduct, Review Assessment statement of attainment, plus show currency: Complete Validation section only of documents 3 (topic 3) & 4 (pages 4 – 20); plus ½ day workshop
E	Completed previous courses (e.g. Plan, Conduct, Review Assessment Upgrade) and no qualification received, currently assessing.	RPL + Validation in Documents 3 & 4 + workshop	Complete RPL application (document 6); Complete Validation section only of documents 3 (topic 3) & 4 (pages 4 – 20); plus ½ day workshop
F	Completed previous courses (e.g. Plan, Conduct, Review Assessment Upgrade) and no qualification received, not currently assessing.	RPL + Validation in Documents 3 & 4 + workshop	Complete Validation section only of documents 3 (topic 3) & 4 (pages 4 – 20); Complete RPL application (document 6); and attend ½ day workshop.
G	No qualifications – no currency – candidates must attend full course for new Assessor – as scheduled in the SLSS Branch 08 09 Lifesaving & Education Calendar		

Documents referred to in the above table –

Document 3 - *Pre-workshop Activities Assessors Certificate*

Document 4 - *Assessment Activities Assessors Certificate*

Examples of specific evidence:

- Your VET log book;
- Your diary pages showing assessment conducted by you;
- Training course report completed by you;
- Your Assessment checklists, completed, signed and dated;
- Your Assessment portfolios;
- Assessment Record completed, signed and dated by you;
- Certified copy of your Plan, Conduct, Review Assessment Statement of Attainment;
- Certified copy of your Cert IV Assessment & Workplace Training certificate;
- SurfGuard printout of your awards.