TAE40122 General Assessments			
PROJECT	**Q#**	**ASSESSMENT TASKS**	**WHEN COMPLETED**
Learner Portal	Q1 - 6	☐ Learn how to use the learner portal (Quiz)	Self-paced
Getting started and student induction	Q1 – Q15	☐ Learner Agreement ☐ Privacy Notice ☐ Data collection	Self-paced
Working in VET Cluster			
PROJECT	**Q#**	**ASSESSMENT TASKS**	**WHEN COMPLETED**
Working in VET - Glossary	Q1	☐ Building your own glossary of terms	Self-paced
Working in VET – Trainer Profile & PD	Q1 Q2	☐ Task 1 - Brainstorming activity ☐ Task 2 - Completing the Trainer Profile & PD Plan	Self-paced
Working in VET – Ethical Considerations	Q1	☐ Record of Ethical discussion	In-class or via Zoom or Self-paced
Working in VET – Industry Engagement	Q1 Q2	☐ Case Study – creating an Industry Engagement Plan ☐ Reviewing your own compliance	In-class or via Zoom or Self-paced
Working in VET Cluster - Knowledge Questions	Q1 - Q38	☐ Knowledge Questions	Self-paced
Training Design Cluster			
PROJECT	**Q#**	**ASSESSMENT TASKS**	**WHEN COMPLETED**
Design – Developing the TAS	Q1 Q2 Q3 Q4	☐ Using nationally recognised training products ☐ Researching nationally recognised training products ☐ Update the TAS ☐ Reflection	In-class or via Zoom or Self-paced
Design – Foundation Skills Support Strategies	Q1 Q2 Q3 Q4	☐ Brainstorming – Strategies to integrate Foundation Skills ☐ Accessing and using support strategies ☐ Sourcing the Position Description ☐ Unpacking of Foundation Skills	In-class or via Zoom or Self-paced
Design – Integrated Support Plans	Q1 Q2 Q3	☐ Developing the Integrated Support Plan (Addisu) ☐ Developing the Integrated Support Plan (Lilly) ☐ Developing the Integrated Support Plan (David)	In-class or via Zoom or Self-paced
Design – Designing session plans – Unit 1	Q1 Q2 Q3 Q4 Q5	☐ Collaborating with stakeholders ☐ Mindmap ☐ Suitability of sessions, resources & reflection ☐ Delivery and Session Plans ☐ Delivery and Session Plan Mapping Matrix	In-class or via Zoom or Self-paced
Design – Designing session plans – Unit 2	Q1 Q2 Q3 Q4	☐ Mindmap ☐ Suitability of sessions, resources & reflection ☐ Delivery and Session Plans ☐ Delivery and Session Plan Mapping Matrix	In-class or via Zoom or Self-paced
Design Cluster – Knowledge Questions	Q1- Q37	☐ Knowledge Questions	Self-paced

Delivery Cluster			
PROJECT	**Q#**	**ASSESSMENT TASKS**	**WHEN COMPLETED**
Delivery – 1st Individual Session	Q1 Q2 Q3 Q4 Q5	☐ Delivery and Session Plan ☐ Communication ☐ Participant Feedback ☐ Observation of Training Checklist - Individual Session ☐ Self-Reflection	In-class or self-paced
Delivery – 2nd Individual Session	Q1 Q2 Q3 Q4 Q5	☐ Delivery and Session Plan ☐ Communication ☐ Participant Feedback ☐ Observation of Training Checklist - Individual Session ☐ Self-Reflection	In-class or self-paced
Delivery – Group Delivery	Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8	☐ Delivery Plan ☐ Session 1 ☐ Session 2 ☐ Session 3 ☐ Training Attendance Record ☐ Observation of Training Checklist – Group Delivery ☐ Participant Feedback ☐ Trainer Self-Reflection	In-class or self-paced
Delivery – Knowledge Questions	Q1 - 39	☐ Knowledge Questions	Self-paced
Assessment Cluster			
PROJECT	**Q#**	**ASSESSMENT TASKS**	**WHEN COMPLETED**
Assessment – Pre-Assessment Validation FSKWTG008	Q1	☐ Pre-Assessment Validation Report	In-class or via Zoom or Self-paced
Assessment - Assessing FSKWTG008	Q1 Q2 Q3 Q4	☐ Pre-Assessment Checklist ☐ Student Marked Assessments (David, Sarah) ☐ WHS Risk Assessment form ☐ Student surveys & Assessment process Self-Reflection	In-class or via Zoom or Self-paced
Assessment – Post-Assessment Validation FSKWTG008	Q1	☐ Post-Assessment Validation Report	In-class or via Zoom or Self-paced
Assessment – Pre-Assessment Validation FSKNUM014	Q1	☐ Pre-Assessment Validation Report	In-class or via Zoom or Self-paced
Assessment - Assessing FSKNUM014	Q1 Q2 Q3 Q4	☐ Pre-Assessment Checklist ☐ Student Marked Assessments (David, Sarah & Chris) ☐ WHS Risk Assessment form ☐ Student surveys & Assessment process Self-Reflection	In-class or via Zoom or Self-paced
Assessment – Post-Assessment Validation FSKNUM014	Q1	☐ Post-Assessment Validation Report	In-class or via Zoom or Self-paced
Assessment – Pre-Assessment Validation BSBPEF202 (RPL)	Q1	☐ Validation Meeting & Report	In-class or via Zoom or Self-paced
Assessment – Assessing via RPL BSBPEF202 (RPL)	Q1 Q2	☐ Pre-Assessment Checklist	In-class or via Zoom or Self-paced

	Q3	☐ BSBPEF202 RPL Assessment Kit & Completion of Competency record (Chris Brown) ☐ Student survey & Assessment process Self-Reflection	
Assessment – Post-Assessment Validation BSBPEF202 (RPL)	Q1	☐ Post-assessment Validation Report	In-class or via Zoom or Self-paced
Assessment - Moderation FSKOCM003	Q1 Q2	☐ Post-assessment Validation Report ☐ Peer Review and Self-Reflection	In-class or via Zoom or Self-paced
Assessment – Knowledge Questions	Q1 - 44	☐ Knowledge Questions	Self-paced
Stream – Workplace Trainer (one Stream must be completed)			
Workplace Stream -Workplace Learning & Mentoring	Q1 Q2 Q3 Q4 Q5 Q6 Q7	☐ Workplace Trainer & Mentoring Workbook ☐ Links to Recordings (or use third-party observer) ☐ Learner Feedback - Workplace-based Training Form ☐ Observation of Training Checklist- Individual Session ☐ Self-Reflection – Workplace-Based Learning ☐ Mentee Feedback Form ☐ Mentor Self-Reflection Form	Self-paced
Workplace Trainer Stream Knowledge Questions	Q1-Q12	☐ Knowledge Questions	Self-paced
Steam – Online Training (one Stream must be completed)			
Online Trainer Stream – Project 1	Q1 - 25	☐ Research	Self-paced
Online Trainer Stream – Project 2	Q1 Q2 Q3	☐ Storyboard ☐ First asynchronous learning activity ☐ Self-Reflection	Self-paced
Online Trainer Stream – Project 3	Q1 Q2 Q3	☐ Storyboard ☐ First asynchronous learning activity ☐ Self-Reflection	Self-paced
Online Trainer Stream – Project 4	Q1 Q2 Q3 Q4	☐ Planning and organising your Online Assessment ☐ Link to Online Assessment ☐ Assessment decisions and recording the results ☐ Self-Reflection – Asynchronous online assessment	Self-paced
Online Trainer Stream – Project 5	Q1 Q2 Q3 Q4 Q5	☐ Planning and organising your online learning environment ☐ Link to recording of 1st session ☐ Observation of Training – Online Learning Session ☐ Learner Feedback – Online Learning Session – 1st session ☐ Self-Reflection – Online Learning	Self-paced
Online Trainer Stream – Project 6	Q1 Q2 Q3 Q4 Q5 Q6	☐ Planning and organising the online learning and assessment process ☐ Link to recording of 2nd session – Delivery and Assessment ☐ Observation of Training – Online Learning Session ☐ Assessment decisions and recording the results ☐ Evidence of Online Assessment ☐ Self-Reflection – Online Learning and assessment	Self-paced

Finalise your course			
PROJECT	**Q#**	**ASSESSMENT TASKS**	**WHEN COMPLETED**
Wrap up your course	Q1 Q2 Q3 Q4 Q5	☐ USI ☐ Legal Name ☐ Assessments ☐ Where to from here? ☐ Survey	Self-paced