

Evidence Item	Yes	No
<ul style="list-style-type: none"> TAE40116 or TAE40110 Certificate IV in Training and Assessment (including transcripts) Transcripts for BSbins303 and BSBAUD412 or equivalent units 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Resume Professional Currency Record (Trainer Profile) Professional Development Plan (coming year) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Knowledge management system access homepage (screenshot) Knowledge management system inputs screen (screenshot) Knowledge management system reporting screen (screenshot) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 3 x Session Plans – for an entire unit of competency (a minimum of 3 x 30-minute consecutive session plans) for a group of at least 4 learners 3 x Attendance Records for each of your 3 (minimum) x 30-minute sessions showing attendance of at least 4 students per session. 4 x Student Survey Forms – gathered from students in the above sessions. One form from each student 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 3 x Session Plans – for an entire unit of competency (a minimum of 3 x 30-minute consecutive session plans) delivered to an individual/small group who is not part of the group involved in the first unit (above) 3 x Attendance Records for each of your 3 x 30-minute sessions showing attendance for an individual who is not part the group involved in the first unit (above) 3 x Student Survey Forms – gathered from students in the above sessions. One form from each student 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 1 x Detailed Mentoring Plan 1 x Confirmation of Mentoring – showing confirmation of 3 mentoring meetings 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> First unit – Pre-implementation Validation Report First unit – Post-implementation Validation Report Must be for the same unit of competency with one validation conducted before the unit is used for assessment and one after the unit has been used for assessment 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Second unit – Pre-implementation Validation Report Second unit – Post-implementation Validation Report Must be for the same unit of competency with one validation conducted before the unit is used for assessment and one after the unit has been used for assessment 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Third unit – Pre-implementation Validation Report Third unit – Post-implementation Validation Report Must be for the same unit of competency with one validation conducted before the unit is used for assessment and one after the unit has been used for assessment 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 3 x Moderation Reports of 1 complete unit assessed by 3 different assessors – must include at least 2 recommendations for improvement 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 6 x assessed units of competency <i>Assessment evidence must be for 3 different candidates against all requirements specified in at least 2 different units of competency from a nationally recognised training package or accredited course. The same 2 units may be used for each candidate. One assessment must be conducted through RPL.</i> As follows, <ul style="list-style-type: none"> 1st Candidate x 2 assessed units 2nd Candidate x 2 assessed units 3rd Candidate x 2 assessed units - (at least one unit must be assessed through RPL assessment - note: - both units can be assessed by RPL) 	<input type="checkbox"/>	<input type="checkbox"/>