



## TAE50216 Diploma of Training Design & Development

NIET is a Registered Training Organisation delivering Nationally Recognised Training. We have a commitment to helping people achieve their learning goals, in a fun and supportive learning environment.

### How can training benefit you?

- A Nationally Recognised qualification upon successful completion of the course
- Fun and flexible delivery of training and assessment by experienced industry trainers and assessors
- The opportunity to choose a career path through recognised qualifications
- Learning of new skills
- Develop your existing skills further, or have your existing skills recognised with a nationally recognised qualification
- Meet new people and gain confidence in your employment skills!

### Qualification overview

This qualification reflects the roles of individuals providing guidance and advice to trainers and assessors and/or promoting innovative practices in the VET sector. Individuals incorporate best practice into training and assessment, and further into training programs/products. This also may reflect the roles of training developers and instructional designers who are responsible for analysing training needs and designing training solutions/products to meet workplace capability requirements and further evaluating the effectiveness of training programs.

This qualification is current as published on [www.training.vic.gov.au](http://www.training.vic.gov.au)

### Career Pathway

Successful completion may assist students to gain employment in the following job roles:

- Trainer and Assessor
- Instructional designer
- Training adviser
- Program Coordinator
- Vocational education teacher
- Training needs analyst

### Qualification Pathway

The further studies available to students:

- Bachelor of Adult and Vocational Education

## Course Information

### Course Duration

- 1 evening per month over 37 weeks (includes 4 Saturday classes)  
(Evening, 6:00pm to 9:00pm / Saturdays, 9:00am to 4:00pm)

- Course schedules can be obtained from Administration for current timetable dates
- Student Study Day – NIET students are encouraged to attend an additional 1 day per week (9:00am to 3:00pm) over the duration of the program with the support from your trainer for further assessment work/study/research assistance.

### **Prerequisites**

There are no formal prerequisite units required to study this course, however it is highly recommend that you have a TAE40116 Certificate IV in Training and Assessment or hold extensive experience in the vocational training and education sector. This course is well designed for those currently working in the sector to ensure that the practicum requirements are able to be met in a working environment. It is imperative that you have access to a Registered Training Organisation where you can undertake delivery and assessment of students.

### **Additional Practicum**

The following applies to all applicants in order to meet the unit of competency requirements when undertaking this qualification.

TAEDEL502:

- Show evidence of having conducted a minimum of 100 hours of group facilitation
- Provide evidence of feedback given from at least two peers, and 10 learners, including additional evidence of reflection from the feedback

TAEASS501:

- Undertake the assessment of at least 20 individual candidates – against at least one unit of competency
- Assess against a total of at least 50 units of competency. This total may be made up of a combination of candidates and units that add up to 50.

TAEPDD501:

- Feedback from at least 10 hours of facilitation practice.
- Interviews with assessors covering at least the assessment of 10 candidates enrolled in VET programs

### **Self directed learning**

Student should be prepared to allocate time outside of the classroom to undertake reading, research, completing assessments and any general study. This can vary between 8 to 12 hours per week over the duration of classes. Our trainer will support students throughout the course and after classes via email, phone or skype. Students are welcome to use the computer lab located at NIET's offices.

## Locations

405 Ground Floor Nepean Highway  
Frankston  
Victoria 3199

## Mode of Delivery

This course is delivered through a blended delivery method with classroom based, online research and skills development in the workplace. You will be provided with a text book and an assessment for each unit of competency. In addition you will be required to work independently out of class time and have access to a computer and internet.

## Assessment Methods

NIET uses a range of assessment methods to ensure sufficient evidence can be gathered to demonstrate you can perform the tasks against the specified criteria. Assessment methods may include the following:

- Written assessment
- Projects
- Case studies
- Scenarios, group discussions
- Oral Questions
- Practical demonstration
- Presentations
- Third Party

## Education and Support Services

You will be provided with a range of support services depending on your individual needs. You will be provided with a trainer that has extensive experience and expertise in the course content and the industry sector. Our professional trainers are there to ensure you have a successful learning journey where you can contact them via phone or email. In addition to your trainer, the administration team can provide you with support including your enrolment, changes to contact details or any issues you may encounter throughout your course.

NIET provides additional support with our Student Support Coordinator. Please refer to our website for our Student Information Book for additional student services.

NIET is a registered training organisation offering vocational training and assessment. NIET is responsible for the quality of the training and assessment provided, ensuring compliance with the National ASQA standards and the issuing of AQF certification documentation.

## Student Handbook

NIET provides further detailed information for learner's rights in the handbook, available in hard copy at reception or located on our website [www.niet.com.au](http://www.niet.com.au)

- Complaints and appeals
- Fees that must be paid to the RTO, payments, refunds
- Consumer rights and responsibilities
- Students safety, support services
- Attendance and behaviour

- RPL and Credit Transfer
- Funding opportunities and Student USI

### **What to bring?**

- Notepaper and pens
- iPad or Laptop ( optional) Computer lab is available
- Folder to store hand outs and hard copy assignments
- Lunch – it is recommended that you bring lunch as there will be a short lunch break and tea breaks. Kitchen facilities are available. Alternatively, a number of food outlets are within walking distance. Morning and afternoon tea will be provided.

## **RTO Entry Requirements**

### **Pre-Training Review**

Prospective students are interviewed by NIET's Student Support Coordinator or Trainer. This process is to ensure that all students are assessed as a suitable candidate to the qualification they have chosen. Students are assessed and pre-approved for a course enrolment. If a candidate is not suitable at this point, NIET can direct the student to obtain sufficient support for the level qualification they are seeking. E.g.: a recommendation to Foundation Skills course to enable them to achieve their chosen pathway such as Certificate III or a Diploma level. We also discuss:

- Course suitability
- Ensure Student is well informed of course they are applying for; assessment requirements; assessment conditions
- Existing educational attainment, capabilities, aspirations and interests
- Discuss likely outcomes and job opportunities
- Support for equity and the disadvantaged
- To assess the LLN level for qualification
- Identify any support required for the Student in regard to equity and access; medical, wellbeing or physical requirements to support their learning and assessment
- Cooling off period

NIET ensures prospective students are suitable for their chosen course as defined against the Skills First Quality Charter.

You may access a copy of the Skills First Quality Charter on our website:  
<http://www.niet.com.au/fees-funding/>

### **Reasonable adjustments**

There may be times and situations in which a student may require 'reasonable adjustment' of the training and assessment methods implemented by NIET Training to meet their specific individual needs. These individual student needs may include (but not limited to):

- Disability
- Temporary or permanent injury (i.e. back injury, broken leg/arm)
- Sight or hearing impairments

The reasonable adjustments to the training and assessment process may include a variety of modifications to the methods of delivery and assessments to assist the student undertake the course. The adjustments may include actions such as:

**NIET RTO TOID 22214**

- proposed learning strategies and materials that are appropriate for the individual
- adjustments to the assessment methods (if required) to cater for any special needs (without effecting the integrity of the outcome)

### **I.T Requirements**

To complete the course you will need access to a computer and the Internet. Please provide a current email address on the enrolment form in the relevant space provided. Your Trainer and our Administration Team will be required to communicate with you via email.

In addition you will need to have a range of computer skills to conduct research on your current topics to complete some or all of your assessments. In particular, you will need skills in word processing.

### **Literacy, Language, Numeracy (LLN) and Foundation Skills (ACSF) Requirements**

Students must have an adequate level of Language, Literacy and Numeracy skills (LLN). Entry into the course requires English proficiency to Year 10 level or equivalent. Students are able to test their LLN skills by completing an appropriate level LLN test at the Pre-course Interview. For additional information and support contact the Reading Writing Hotline at [www.readingwritinghotline.edu.au](http://www.readingwritinghotline.edu.au)

The Australian Core Skills Framework (ACSF) describes the core skills of learning, reading, writing, oral communication and numeracy across five levels of performance. The framework is primarily used by language, literacy and numeracy (LLN) practitioners for reporting on core skill levels of a learner. However, the ACSF can also be used in other contexts, such as in the workplace and in training specifications to accurately and consistently describe core skill requirements.

This qualification ACSF level is 3-4. The key features of the ACSF are:

Five core skills

- Learning
- Reading
- Writing
- Oral communication
- Numeracy

### **RTO completion Requirements**

To complete this qualification you are required to attend all classes; complete all assessments books with a satisfactory result. On the successful completion of these requirements you will be deemed Competent for each unit of competency and issued the Qualification.

### **Qualification**

Students need to complete 10 units of competency, consisting of:

- 5 Core units
- 5 elective units

### Core units

Unit Code	Unit Name
TAEASS502	Design and develop assessment tools
TAEDES501	Design and Develop learning Strategies
TAEDES502	Design and develop learning resources
TAETAS501	Undertake organisational training needs analysis
TAEDES505	Evaluate a training program

### Elective units

Unit Code	Unit Name
TAEASS503	Lead assessment validation
TAEASS501	Provide advance assessment practice
TAEDEL502	Provide advanced facilitation practice
TAEPDD501	Maintain and enhance professional practice
TAELLN501	Support the development of adult language, literacy and numeracy skills

### What are the fees?

\$2850.00	Fee for Service	Break down: \$2550.00 tuition fee; \$300.00 resource fee
\$950.00	Funded Fee	Breakdown: \$650.00 tuition fee \$300.00 resource fee
\$ 15.00	For re- issuance of Certificates and Statements of Attainments	Payment for the re-issuance of such documents is required prior to the re-issuance occurring by the RTO

**NIET implements a 3 day cooling off period for all payments. If within 3 days you have changed your mind, you will be eligible for a full refund. After this time, you may incur a fee for withdrawal.**

The Refund Policy and Procedure can be gained from the Student Handbook on our website [www.niet.com.au](http://www.niet.com.au).

### Funding

This training is delivered with Victorian and Commonwealth Government funding. Individuals with disabilities are encouraged to access training subsidised through the Skills First Program. The student tuition fees as published are subject to change given individual circumstances at enrolment.

The 2017 Standard VET Funding Contract Skills First Program. The objective of this funding is to access high quality courses and relevant to industry and employers:

- For eligible individuals to obtain the required skills to be job-ready
- To assist eligible individuals to undertake further study
- To promote / enable access to training for disadvantaged learners

For information on the implications for the learner of government training entitlements and subsidy arrangements in relation to the delivery of services refer to the Student handbook.

## RPL and Credit Transfer

RPL and credit transfer are available to eligible participants. This is to be indicated on the enrolment application form and further discussed in your Pre-Training Review.

## What is the enrolment process?

*It is easy!*

Contact the RTO to discuss your interest in the course, and one of our friendly staff members will help determine if the course is appropriate for you.

If you decided to enrol in the course you must:

1. Read and understand the information contained in the Course outline and Student Information Handbook
2. Complete and sign an Enrolment Application form to declare that you understand all of the information provided (*At this stage this is an application only, pending approval after the Pre-Training Review, see below*)
3. Create a Unique Student ID number on <http://www.usi.gov.au/Pages/default.aspx#> (NIET can assist you if required) and add to the enrolment form in the relevant space provided
4. Book a Pre-Training Review with NIET and bring with you:
  - The Enrolment Application
  - Photo ID
  - Medicare Care (Green)

*The above ID is required for VET funding requirements*
5. Undertake a Language, Literacy and Numeracy test at the Pre-Training Review
6. NIET Student Support Coordinator advises prospective students of the Pre-Training Review outcome and how to proceed with the enrolment process, which includes a deposit to secure your course selected.

## Would you like more information?

Contact our NIET team on:

**Telephone:** 03 9770 1633  
**Fax:** 03 97831001  
**Email:** [info@niet.com.au](mailto:info@niet.com.au)  
**Website:** [www.niet.com.au](http://www.niet.com.au)

