Changes ahead
for VET trainers and assessors

IBSA
Innovation & Business Skills Australia

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Changes ahead for VET trainers and assessors

Requirements for all vocational trainers and assessors are changing to make sure they have the skills and knowledge to support the development of adult learners' language, literacy and numeracy (LLN) skills. This guide will help you work out what you need to do to meet the new requirements. By:

- **explaining the changes and their impact on you**
- **suggesting approaches and resources to help you meet the new requirements.**

Why are literacy and numeracy skills so important?

Everyone uses (LLN) skills every day for a variety of purposes – personal, social and work. Different tasks and contexts need different types of reading, writing, listening, speaking and numeracy skills, so people need to continually develop and adapt these skills to suit new situations.

Every learner in vocational education and training (VET) takes on new LLN challenges or, at the very least, uses their existing LLN skills in different ways. Many VET learners have not completed any post-compulsory education or training and they may not have experienced competency-based assessment. Some learners may have limited experience in using communication or numeracy skills in a workplace.

As a vocational trainer your role is to help learners to develop and demonstrate their vocational skills and knowledge. LLN skills are an integral part of vocational competence, and so you also need to help learners to adapt and use their LLN skills to meet the demands of their vocational training and the workplace.

What is happening with LLN in VET?

Nationally, there has been growing awareness that people need to develop their LLN skills not only at school but across the whole of their life. To make sure that learners' LLN skills are addressed in their VET experience, changes are being made to the TAE10 Training Package. In future, all trainers working in the Australian VET system will need to have the skills and knowledge needed to address LLN skills as part of their vocational training and assessment.

- In July 2014 the current elective unit TAELLN401A Address adult language, literacy and numeracy skills will become a core unit in the TAE40110 Certificate IV in Training and Assessment.

What is in the TAELLN401A unit?

Many units in the TAE40110 Certificate IV in Training and Assessment refer to the LLN needs of learners and the LLN requirements of learning programs. Vocational trainers and assessors are already expected to have some understanding of the impact of LLN on the design and delivery of training and assessment.

As a core unit in the TAE40110, the unit TAELLN401A Address adult language, literacy and numeracy skills expands on these areas to give trainers a fuller understanding of LLN issues in training and assessment practice. The unit describes the skills and knowledge that you need to:

- determine the core LLN requirements of training
- access specialist learning support
- customise training to support the development of core LLN skills.

Competency in this unit does not indicate specialist adult LLN practitioner skills. In simple terms, the unit is about being aware of the balance between the LLN demands of the training environment, the LLN requirements of the training program and the LLN skills of your learners.

For learners to achieve the intended training outcomes, the LLN demands of their training program must be reasonable – meaning that the reading, writing, speaking, listening and numeracy skills needed for learning and assessment activities should be the same as those required in the workplace. Sometimes you will need to consult an LLN specialist to explore ways that you can adjust your delivery and assessment to suit your learners' LLN needs.

What does this mean for VET trainers and assessors?

To work as a trainer in the VET sector a trainer must hold, as a minimum, the TAE40110 Certificate IV in Training and Assessment from the TAE10 Training and Education Training Package or be able to demonstrate equivalent competency.

When the TAE10 Training Package is revised in July 2014 all new and existing trainers will need to hold, or demonstrate equivalent competency for, the unit TAELLN401A.

If you have already achieved the unit TAELLN401A you have already met the new requirement. If you have not already achieved TAELLN401A, you have two options:

Formal recognition of competency

Demonstration of equivalent competency

Formal recognition of competency

You can achieve competency in the unit TAELLN401A through a learning and assessment pathway or an assessment-only pathway. If you are undertaking the TAE40110 Certificate IV in Training and Assessment you would be well-advised to include TAELLN401A as an elective.

If you already hold the TAE40110 Certificate IV in Training and Assessment you can add to your skills and knowledge by completing TAELLN401A as part of a skill set or as a stand-alone unit. IBSA is developing a new skill set for vocational practitioners that will include TAELLN401A. Achievement of the Skill Set for Addressing Foundation Skills in Vocational Practice will strengthen vocational trainers' ability to work with LLN specialists to develop and deliver vocational programs that support the LLN needs of learners.

The resources listed at the back of this publication can be used to help you build your skills and knowledge as part of a learning and assessment pathway. If you have existing skills and knowledge in this area you may be able to achieve the unit TAELLN401A through a recognition of prior learning (RPL) process.

Demonstration of equivalent competency

Demonstration of equivalent competency is where your employing RTO accepts that you have broadly achieved the outcomes and standard of performance of a unit of competency and that your current competency is considered equivalent for auditing purposes. Recognition of equivalence is not necessarily transferable if you seek employment with another RTO because you are not awarded a formal Statement of Attainment. Recognition of equivalence is at the discretion of the employing RTO, which must hold evidence of your competency to comply with quality standards.

Evidence used to demonstrate equivalence of competencies may include:
- relevant past training, including consideration of superseded and pre-existing teaching qualifications
- related experience
- currency of experience
- professional development.

You can use a self-assessment process to map your qualifications, experience and ongoing professional development to the TAELLN401A unit of competency. Copies of completed self-assessment tools should be kept as part of the documented evidence for demonstrating your equivalent competency.

Through the self-assessment process you may identify some gaps in your skills or knowledge when compared with the unit requirements. You may need further experience or to take part in some additional training and professional development to gather the evidence required for equivalence of competency.

What evidence do you need?

To demonstrate competency in the unit TAELLN401A you will need to provide evidence that can be mapped to the unit's requirements. This evidence will demonstrate your ability to address LLN issues in training and assessment practice.

You will need evidence of your ability to:

- identify the core LLN requirements of the training, including using the Australian Core Skills Framework to determine LLN skill levels
- access specialist learning support
- customise programs to develop core LLN skills, including selecting, customising or developing learning and assessment activities.

A portfolio approach to the collection of evidence is recommended.

IBSA have developed a **free self-assessment tool** that you can use to map your collected evidence to the requirements of the units in the TAE40110 Certificate IV in Training and Assessment. The tool is available from the IBSA website:

**http://www.ibsa.org.au/news-and-projects/news/tabid/112/
articleType/ArticleView/articleId/379/TAE40110-**

Selfassessment-tool.aspx

Your portfolio of evidence could include:

- work that you have done to identify LLN requirements by unpacking vocational specifications
- resources and individual learning plans that you have used, designed or adapted to suit the LLN skill needs of individual learners
- third party reports on your ability to work with a range of leaners
- records of your collaboration with LLN specialists
- documentation of your use of the Australian Core Skills Framework
- records of your participation in relevant professional development activities.

Your portfolio of evidence may show that you are already applying the skills and knowledge described by TAELLN401A in your vocational training and assessment practice.

If you do not already have the necessary evidence for your portfolio, you might need to further develop and/or apply your skills and knowledge. To do this you might consider:

- establishing a mentoring relationship with someone who holds the unit TAELLN401A
- forming a learning partnership with someone who is undertaking a higher level LLN practitioner qualification, such as the TAE70111 Vocational Graduate Certificate in Adult Language, Literacy and Numeracy Practice or the TAE80110 Vocational Graduate Diploma of Adult Language, Literacy and Numeracy Leadership
- involving an LLN specialist in your program planning activities or in the pre-training assessment of your learners
- involving an LLN specialist in your assessment moderation discussions and documenting changes you make to delivery and assessment plans or training and assessment materials
- joining a community of practice or network with a focus on LLN
- participating in workshops on the Australian Core Skills Framework
- undertaking online professional development.

Which resources will help?

There are a number of resources that you can access to build the skills and knowledge required for competency in the unit TAELLN401A. They could be used to support formal learning and assessment pathways or in conjunction with the IBSA self-assessment tool to create a portfolio of evidence to demonstrate equivalent competency.

IBSA TAELLN401A Training and Assessment Resources

This suite of resources has been designed specifically to address the skills and knowledge requirements of the unit TAELLN401A. The suite includes:

- Facilitator and Assessor Guide
- Assessment Material
- Participant Workbook

The resources support a formal learning and assessment but you could also use the Participant Workbook to build the skills and knowledge required to demonstrate equivalent competency.

To purchase the resources, go to the IBSA online store:
http://www.ibsa.org.au/products-and-services/tabid/57/List/0/Default.aspx

What Works videos

The What Works video segments have been developed by Ideas that Work to support the unit TAELLN401A. The videos provide information and advice on identifying learners' LLN skills, as well as on understanding the Australian Core Skills Framework.

To download or access the videos online go to:
http://www.ideasthatwork.com.au Taking the Lead Online

Professional Development

This free online resource reflects the structure of the unit *TAALLN401B Address language, literacy and numeracy issues within learning and assessment practice* – which is the previous version of the unit TAELLN401A. It has much in common with the current unit and by working through the online resource you can collect useful evidence for demonstrating equivalent competency with TAELLN401A.

To access the resource go to:

http://takingthelead.com.au/online-professional-development

Australian Core Skills Framework Professional Development Workshops

Free workshops on the Australian Core Skills Framework are being conducted by WEA Illawarra from November 2011 until June 2013. Face-to-face workshops are in all Australian capital cities and a number of larger regional centres. Online ACSF training will also be available from 2012 for remote rural participants.

The workshops help build your knowledge of the Australian Core Skills Framework and its relevance to your vocational training and assessment practice. Workshops can also provide an opportunity for you to connect with other vocational practitioners and LLN specialists.

For more information on the WEA Illawarra workshops go to:

http://www.weaillawarra.com.au/acsf

ACSF professional development workshops are also conducted from time to time by other organisations, such as Industry Skills Councils, RTO professional bodies, and larger RTOs.

The Crux of the Matter 2011: Language, Literacy and Numeracy and Vocational Education and Training

This resource aims to improve LLN practices in VET delivery and assessment. Through its planned approach to LLN, it helps RTOs comply with the Australian Quality Training Framework (AQTF).

Although not specifically designed to support the unit TAELLN401A, this resource covers much of the unit's content and also provides models of good practice, suggestions, practical information and tools that help build your skills and knowledge.

To access the resource go to:
**http://training.qld.gov.au/information/equity-diversity/
resources-tools/index.html**

Foundation Skills Training Package Support Resources

Support resources being developed by IBSA for the new Foundation Skills Training Package will provide vocational trainers with information and advice on addressing the foundation skills – including language, literacy and numeracy skills – of their learners. The resources will be available on the IBSA website when the Foundation Skills Training Package is endorsed.
http://www.ibsa.org.au/

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These materials were developed by Innovation & Business Skills Australia in association with the Commonwealth Government through the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE).

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