

# Course in Field-based Training and Assessment (10235NAT)



## Who should attend?

The Course in Field-based Training and Assessment is aimed at field-based trainers and assessors across a range of industry sectors. These people have significant technical or vocational expertise and are expected to deliver skills-based training and conduct assessments of colleagues in the workplace, using resources and assessment tools developed by others.

## Delivery method

Face-to-face, off-the-job facilitated learning, reinforced by a practical, work-based assignment completed after each workshop. The recommended size of training workshops is 8–12 participants.

## Course structure and duration

The Course in Field-based Training and Assessment consists of one core unit and one elective unit, as shown below. The units may be completed in any order.

Unit	Core / Elective	Duration
WPTASS001 – Carry out workplace assessments	Core	2-days
WPTDEL001 – Coach others in the workplace	Elective	2-days

The scheduling of workshop delivery can be flexible, to meet client needs, however it is recommended that clients allow time between workshops for participants to consolidate their skills and knowledge, and complete their assessment, before attending the next workshop.

**Note:** Clients are permitted to select a single unit or any combination of units from the above list for delivery to their personnel. Those who successfully complete the selected unit(s) will be issued with a statement of attainment, even if the course packaging rules are not met.

## Pre-requisites

No qualifications are necessary to participate in this course. However, it is recommended that those undertaking the course have a minimum of 12 months experience working in the industry in which they plan to train and assess so that they have sufficient subject matter knowledge and experience to be able to train and assess others effectively.

## Currency

This course has been accredited by the Australian Skills Quality Authority (ASQA) until 26 April 2021.

## Language, literacy and numeracy (LLN) requirements

A reasonable level of reading and writing ability is required to complete the course. In particular, participants require sufficient literacy to:

- ✓ read and interpret workplace policies, procedures and work instructions, as well as training resources and assessment tools
- ✓ fill out assessment tools and training records, as well as write basic training session plans

Participants also require language skills to communicate with others in a clear manner, including providing instructions, asking questions and giving feedback.

Further advice about the language, literacy, numeracy and technology skills needed to complete this course, and avenues for LLN support, can be obtained by contacting a DUT Training Advisor.



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## Access to a practice environment

Those undertaking this course are expected to have access to a work environment in which they are able to practise and apply their training and assessment skills. Participants would also benefit from access to a person in the workplace who is able to support and mentor them as they complete their post-course assessment tasks.

Down Under Training is not generally able to organise work placements / practice environments for students undertaking this course.

## Resources required

Those undertaking this course will require access to:

- ✓ a computer, a printer and the internet
- ✓ people they can train and assess in the workplace
- ✓ equipment and documentation relating to the subject matter being trained and assessed
- ✓ workplace policies, procedures and documentation relating to the role of a trainer and assessor
- ✓ a supervisor, manager or qualified trainer and assessor who can observe / review their work and provide feedback to Down Under Training

## Special needs

Down Under Training will endeavour to assist those with special needs to successfully complete this course. However, we request that people with special needs contact us, before enrolling in the course, to discuss their needs. This will help us to provide advice about the suitability of the course and to discuss adjustments that could be made to improve the student's learning experience.

## Unit overview

Unit	Overview
WPTASS001 – Carry out workplace assessments	Focuses on carrying out assessments in a workplace following established assessment processes and using assessment tools developed by others. Covers preparing for the assessment, performing the assessment and reviewing the assessment. Not applicable to those who are required to plan, organise and conduct assessments against nationally recognised units of competency or accredited courses.
WPTDEL001 – Coach others in the workplace	Covers the skills and knowledge required to coach others in the workplace, with a focus on helping the person being coached to develop job specific skills, knowledge and attitudes. Applies to one-on-one coaching relationships conducted over a significant period of time and / or multiple sessions, rather than a one-off skills or knowledge-based training session. Appropriate for 'in-cab' trainers.

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## Assessment requirements

The Course in Field-based Training and Assessment is competency-based. This means that in order to successfully complete the course, students need to do more than just attend the training. They also need to provide evidence that they have understood the training and applied it in the workplace. Consequently, the assessment for this course includes a combination of on-course and post-course assessment tasks. An overview of the assessment requirements for each unit is provided below.

UNIT	ON-COURSE ASSESSMENT TASKS	POST-COURSE ASSESSMENT TASKS
WPTASS001 – Carry out workplace assessments	<ul style="list-style-type: none"><li>• Knowledge-based questions (written)</li><li>• Practical assessment (simulated)</li></ul>	<ul style="list-style-type: none"><li>• 2 x practical assessments conducted in the workplace</li><li>• Practical assessment review questions (written)</li></ul>
WPTDEL001 – Coach others in the workplace	<ul style="list-style-type: none"><li>• Knowledge-based questions (written)</li></ul>	<ul style="list-style-type: none"><li>• Provision of one-on-one coaching to at least one person (at least 3 related sessions, 90 mins total duration)</li><li>• Workplace coaching review questions (written)</li></ul>

## Assessment timeframes

The timeframe for completing the assessment for each unit is 3 months. Down Under Training recognises work and family pressures can make it challenging for some participants to complete their assessments within the designated completion timeframes. Consequently, we provide extensions of up to 3 months where a formal request is received. Additional extensions are sometimes allowed in exceptional circumstances.

## Resources provided

Down Under Training provides students with the following resources for each unit:

- Participant manual and file
- Assessment document

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## Support provided

Down Under Training provides email and telephone support to students throughout the program.

We also run *assessment support workshops* from time-to-time. These provide students with the opportunity to have time away from the workplace to work on their post-course assessment tasks, with support from a DUT facilitator. These workshops may be organised 'in-house' by students' employers, or students may choose to attend a public workshop at our premises in Paget, Mackay (fees apply).

Additional one-on-one coaching is available, at an hourly rate, for those who need it.

## Credential issued

Successful completion of this course will be evidenced by a nationally recognised a statement of attainment.

Those who complete one or more units of competency, but who do not meet the packaging requirements for the course, will be issued with a nationally recognised statement of attainment for the unit(s) they successfully complete.

## Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available for this qualification.

RPL is suitable for those already have the necessary skills and knowledge in one or more of the areas which make up the Course in Field-based Training and Assessment, and do not wish to undergo further training in these areas.

RPL is a way of shortcutting the training process. It is **not** a way of shortcutting the assessment process. To be granted RPL, candidates must provide evidence of their competence to a DUT assessor. Evidence requirements may vary, depending on the unit(s) of competency being assessed. However, they typically include answers to theory questions, work samples and supervisor reports. Candidates must also participate in an assessment interview with a DUT assessor, and in some cases the assessor may wish to observe the candidate conducting training or assessment activities.

Those who are considering seeking RPL, are invited to speak with a DUT Training Advisor. The Training Advisor will make an initial assessment of the person's suitability for RPL and discuss the RPL process in detail before sending an application kit.

DUT's RPL policy and some general information about the RPL process and the costs associated with RPL are available in the Policies and Procedures area of our website.

## National recognition

Down Under Training recognises qualifications and statements of attainment issued by other Registered Training Organisations under the Australian Qualifications Framework.

Students who have already achieved one or more of the units covered by the course may be able to obtain a reduction in training or assessment requirements, and should contact a DUT Training Advisor for advice.

Before recognition can be granted, a DUT representative will need to sight the statement(s) of attainment for any units for which recognition is being sought.

DUT's policy for National Recognition is available from the Policies and Procedures area of our website.



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## Advice for completing the qualification successfully

Down Under Training offers the following advice to students to help them complete this course successfully:

- If your employer is sending you on the course, find out why you have been selected to attend the training, and how your role will change (if at all) after you have completed the training.
- Approach the training with an open mind. Demonstrate a willingness to learn, as well as to share the benefits of your experience with others
- Find a mentor who can support and guide you as you undertake the training. This could be your supervisor or someone from your organisation's training department.
- After attending the training for each unit, discuss with your mentor or supervisor how the training undertaken relates to your workplace, as well as the assessment requirements.
- Try to align the assessment activities with your work requirements. In this way, you will be completing your assessments at the same time as you go about your day-to-day work.
- If possible, negotiate with your employer for them to provide time at work for you to work on your assessments.
- Refer back to the information contained in your Learner Guides as you undertake your assessments.
- If the assessment requirements of some unit(s) do not align well with your workplace, be prepared to work with your supervisor / mentor to identify opportunities for completing the assessments. For example, they may be able to assign you a special project or alternative duties to help satisfy assessment requirements.
- Speak with your mentor or contact DUT if you get stuck or become confused about any part of your assessment.

Students are strongly encouraged to show their supervisor / employer this course outline, as well as the "Information for supervisors and employers" document.