

TAE Entry Requirements – LLN Questionnaire

CANDIDATE NAME:	
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Now you have opened the document, please save it with this title: **SurnameFirstname_LLNAssessmentn_date**

Eg: KuhlmannMelissa_ER_22012020

1. You are required to complete the self-reflection table below and the questions that follow. The completion of this informal assessment helps the lecturer ascertain what kind of support you may need during your studies. Be critical as you will be creating many documents and using existing templates in your completion of activities and assessments. Therefore, the underpinning skills required for using technology to create learning and assessment documentation, resources and assessments are key to your success in this course.

If you don't have the underpinning skills with technology, it may be advisable to complete a course or further learning to ensure you can keep pace with the in class activities as this course as it is delivered in an intensive model.

I can ...	Yes	Sometimes	No
Use Microsoft Word to create documents such as reports, lesson plans and learning resources			
Use Microsoft Word features to format and reformat documents, insert footers (page numbers and version control details)			
Complete and work with templates in Word referring to more than one document/source to populate information			
Open, rename and save documents to a USB/folder			
Use email to communicate with colleagues			
Attach documents to an email			
Use the internet to carry out research			
Read and understand organisational policies			
Read, understand and analyse information/complex texts			

I can ...	Yes	Sometimes	No
Use an equipment manual to solve problems			
Complete a log book, OHS Inspection or other organisational forms			
Manage timeframes and work load to meet deadlines			
Write an incident report			
Develop questions to assess knowledge			
Reference your work following a simple referencing guide			

2. Why do you wish to study this program?

3. What is your educational background?

4. Do you have any formal qualifications? If yes, please list them below.

5. Please provide a summary of your current role and working history.

6. Taking into consideration the information provided in the Information Guide for this qualifications and the requirements to use your workplace as part of the assessment context, do you have any concerns that might prevent you from progressing through to workshops and completing the assessments within the required timeframe? (eg workload, family commitments)

7. Use <https://training.gov.au/Training/Details/TAE40116> to answer the following questions.

- a. The entry requirements for the TAE40116 are:

Those entering this program must be able to demonstrate vocational competency in their proposed teaching and assessing area. Vocational competency is defined as broad industry knowledge and experience, and may include, but is not limited to, holding a relevant unit of competency or qualification

Explain how you meet them. Complete this in detail please, be specific about the skills and knowledge you possess and the industry you wish to train in and your experience working in industry (as a guide 5 years' experience is required to work in in Government funded RTOs).

- b. List how many 'core units' are identified in the document?
- c. List how many 'elective units' are identified in the document?
- d. Is TAEASS402 Assess Competence a core or an elective unit?

8. Complete the table where appropriate for your circumstances

<u>Item</u>	<u>Notes for Trainer/Assessor</u>
Any Support requirements (disability, LLN)	
Employment commitments that may impact on completing the course	
Own or have access to technology (desktop/laptop) with ability to print, word process and access the internet	
Specific Cultural requirements	

9. Confirm that you are able to source the following in your workplace:

	<u>Notes for Trainer/Assessor</u>
<ul style="list-style-type: none"> Minimum 8 people to be part of group training (for multiple sessions – minimum of 80 minutes)? 	
<ul style="list-style-type: none"> 2 people that can be coached individually over time? 	
<ul style="list-style-type: none"> 5 people that can be assessed in the workplace? 	
<ul style="list-style-type: none"> An experienced trainer or mentor to support learning and observe workplace assessments? 	

10. *By signing this document I am confirming that I understand:*

- That there is an additional 150 hours of additional study/assessment required after the completion of the face to face workshops
- That if I do not meet the assessment due dates I may be required to reenrol and will incur further costs to repeat learning in the workshops

Signed:			Date:	
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