Victorian Purchasing Guide

TAE Training and Education Training Package

Release 4.0

July 2022

© State of Victoria (Department of Education and Training) 2022



Victorian Purchasing Guides are provided under a Creative Commons Attribution-No Derivatives 4.0 International licence. You are free to re-use the work under that licence, on the condition that you credit the State of Victoria (Department of Education and Training), provide a link to the licence, indicate if changes were made, and comply with all other licence terms. You must not distribute modified material. See: [Creative Commons Attribution NoDerivatives 4.0 International](https://creativecommons.org/licenses/by-nd/4.0/)

The licence does not apply to:

* any images, photographs, trademarks or branding, including the Victorian Government logo and the DET logo; and
* content supplied by third parties.

Copyright queries may be directed to [copyright@education.vic.gov.au](mailto:copyright@education.vic.gov.au)

**Disclaimer**

In compiling the information contained in and accessed through this resource, the Department of Education and Training has used its best endeavours to ensure that the information is correct and current at the time of publication but takes no responsibility for any error, omission, or defect therein.

To the extent permitted by law, DET, its employees, agents and consultants exclude all liability for any loss or damage (including indirect, special or consequential loss or damage) arising from the use of, or reliance on the information contained herein, whether caused or not by any negligent act or omission. If any law prohibits the exclusion of such liability, DET limits its liability to the extent permitted by law, for the resupply of the information.

**Third party sites**

This resource may contain links to third party websites and resources. DET is not responsible for the condition or content of these sites or resources as they are not under its control.

Third party material linked from this resource is subject to the copyright conditions of the third party. Users will need to consult the copyright notice of the third-party sites for conditions of usage.

Victorian Purchasing Guide - Release History

Note: RTOs should refer to the [National Register](https://training.gov.au/Home/Tga) for the detail of changes in each Release.

| Training Package Release | Date VPG Approved | Comments |
| --- | --- | --- |
| TAE Training and Education  Training Package  Release 4.0 | 13 July 2022 | This Victorian Purchasing Guide reflects a major release for the TAE Training and Education Training Package. It includes:  The addition of 2 new units of competency as elective units in the TAE40116 Certificate IV in Training and Assessment.   * TAEASS404 Assess competence in an online environment * TAEDEL405 Plan, organise and facilitate online learning   The deletion of one unit of competency due to zero enrolments   * TAELED802 Investigate the application of ICT content knowledge |
| TAE Training and Education  Training Package  Release No 3.1 | 24 November 2020 | This Victorian Purchasing Guide reflects a minor release for the TAE Training and Education Training Package. It includes a new skill set to address the skills and knowledge required to deliver e-learning in online and remote learning environments (TAESS00018 Deliver E-Learning Skill Set). |
| TAE Training and Education  Training Package  Release No 3.0 | 18 December 2019 | Release 3 reflects the inclusion of two new cross sector units of competency as elective units in 3 qualifications:   * TAEXDB401 Plan and implement individual support plans for learners with disability * TAEXDB501 Develop and implement accessible training and assessment plans for learners with disability |
| Version 2.0 | April 2016 | Qualifications, units and skill sets from TAE10 Training and Education Training Package were restructured to meet Standards for Training Packages.  Deleted qualifications:   * TAE50310 Diploma of International Education Services * TAE70311 Vocational Graduate Certificate in International Education Services   New skill set:  TAESS0010 Advanced Assessor Skill Set. |
| Version 1.0 | February 2014 | * Primary release of restructured training package. |

Contents

[Introduction 1](#_Toc90471432)

[What is a Victorian Purchasing Guide? 1](#_Toc90471433)

[Registration 1](#_Toc90471434)

[Transition 1](#_Toc90471435)

[Qualifications 2](#_Toc90471436)

[Units of Competency and Nominal Hours 3](#_Toc90471437)

[Contacts and Links 6](#_Toc90471438)

[Glossary 8](#_Toc90471439)

# Introduction

## What is a Victorian Purchasing Guide?

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically, the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

* The maximum and minimum payable hours available for each qualification.
* Nominal hours for each unit of competency within the Training Package.

## Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and Statements of Attainment under the Australian Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

## Transition

The relationship between new units and any superseded or replaced units from the previous version of TAE Training and Education Package Release 3.2 is provided in theTraining PackageCompanionVolume Implementation Guide. (See [VETnet.gov.au](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875) for more information).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the TAE Training and Education Package Release 4.0 is conducted against the Training Package units of competency and complies with the assessment requirements.

# Qualifications

| Code | Title | Minimum Payable Hours | Maximum Payable Hours |
| --- | --- | --- | --- |
| TAE40116 | Certificate IV in Training and Assessment | 333 | 350 |
| TAE50116 | Diploma of Vocational Education and Training | 433 | 455 |
| TAE50216 | Diploma of Training Design and Development | 404 | 425 |
| TAE80113 | Graduate Diploma of Adult Language, Literacy and Numeracy Practice | 551 | 580 |
| TAE80213 | Graduate Diploma of Adult Language, Literacy and Numeracy Leadership | 475 | 500 |
| TAE80316 | Graduate Certificate in Digital Education | 380 | 400 |

# Units of Competency and Nominal Hours

| Unit Code | Unit Title | Nominal Hours |
| --- | --- | --- |
| TAEASS301 | Contribute to assessment | 10 |
| TAEASS401 | Plan assessment activities and processes | 40 |
| TAEASS402 | Assess competence | 25 |
| TAEASS403 | Participate in assessment validation | 35 |
| TAEASS404 | Assess competence in an online environment | 40 |
| TAEASS501 | Provide advanced assessment practice | 50 |
| TAEASS502 | Design and develop assessment tools | 40 |
| TAEASS503 | Lead assessment validation processes | 30 |
| TAEASS504 | Develop and implement recognition strategies | 50 |
| TAEASS505 | Lead and coordinate assessment systems and services | 50 |
| TAEASS801 | Analyse, implement and evaluate e-assessment | 60 |
| TAEDEL301 | Provide work skill instruction | 40 |
| TAEDEL401 | Plan, organise and deliver group-based learning | 30 |
| TAEDEL402 | Plan, organise and facilitate learning in the workplace | 25 |
| TAEDEL403 | Coordinate and facilitate distance-based learning | 30 |
| TAEDEL404 | Mentor in the workplace | 30 |
| TAEDEL405 | Plan, organise and facilitate online learning | 40 |
| TAEDEL501 | Facilitate e-learning | 30 |
| TAEDEL502 | Provide advanced facilitation practice | 50 |
| TAEDEL801 | Evaluate, implement and use ICT-based educational platforms | 90 |
| TAEDEL802 | Use e-learning with social media | 60 |
| TAEDES401 | Design and develop learning programs | 50 |
| TAEDES402 | Use training packages and accredited courses to meet client needs | 25 |
| TAEDES501 | Design and develop learning strategies | 40 |
| TAEDES502 | Design and develop learning resources | 50 |
| TAEDES503 | Design and develop e-learning resources | 50 |
| TAEDES504 | Research and develop units of competency | 30 |
| TAEDES505 | Evaluate a training program | 50 |
| TAEICR501 | Work in partnership with industry, enterprises and community groups | 50 |
| TAELED801 | Design pedagogy for e-learning | 90 |
| TAELED803 | Implement improved learning practice | 60 |
| TAELED804 | Review enterprise e-learning systems and solutions implementation | 80 |
| TAELLN411 | Address adult language, literacy and numeracy skills | 30 |
| TAELLN412 | Access resources and support to address foundation skills in vocational practice | 30 |
| TAELLN413 | Integrate foundation skills into vocational training delivery | 30 |
| TAELLN501 | Support the development of adult language, literacy and numeracy skills | 50 |
| TAELLN801 | Analyse and apply adult literacy teaching practices | 120 |
| TAELLN802 | Analyse and apply adult numeracy teaching practices | 120 |
| TAELLN803 | Develop English language skills of adult learners | 120 |
| TAELLN804 | Implement and evaluate delivery of adult language, literacy and numeracy skills | 120 |
| TAELLN805 | Design and conduct pre-training assessment of adult language, literacy and numeracy skills | 60 |
| TAELLN806 | Lead the delivery of adult language, literacy and numeracy support services | 50 |
| TAELLN811 | Analyse policy and formulate strategic language, literacy and numeracy response | 70 |
| TAELLN812 | Research and implement new adult language, literacy and numeracy practices | 50 |
| TAELLN813 | Formulate workplace strategy for adult language, literacy and numeracy skill development | 50 |
| TAELLN814 | Design programs to develop adult language, literacy and numeracy skills | 60 |
| TAELLN815 | Develop strategy for adult language, literacy and numeracy skill development in a community program | 50 |
| TAELLN816 | Initiate, develop and evaluate adult language, literacy and numeracy resources | 50 |
| TAELLN817 | Design, implement and evaluate a language, literacy and numeracy professional development program | 40 |
| TAEPDD501 | Maintain and enhance professional practice | 45 |
| TAERES501 | Apply research to training and assessment practice | 70 |
| TAESUS501 | Analyse and apply sustainability skills to learning programs | 30 |
| TAESUS502 | Identify and apply current sustainability education principles and practice to learning programs | 40 |
| TAETAS401 | Maintain training and assessment information | 40 |
| TAETAS501 | Undertake organisational training needs analysis | 40 |
| TAEXDB401 | Plan and implement individual support plans for learners with disability | 45 |
| TAEXDB501 | Develop and implement accessible training and assessment plans for learners with disability | 55 |

# Contacts and Links

Curriculum Maintenance Manager (CMM) Service

Service Industries

The CMM Service is provided on behalf of Higher Education and Skills.

CMM Service Executive Officers can assist with questions on payable and nominal hours.

CMM Name: Mandy Penton

Institute: Victoria University

Address: PO Box 14428, Melbourne VIC 8001

Phone: (03) 99195302

Email:[Mandy.Penton@vu.edu.au](mailto:Mandy.Penton@vu.edu.au)

CMM Name: Nadia Casarotto

Institute: Victoria University

Address: PO Box 14428, Melbourne VIC 8001

Phone: (03) 99195300

Email: [Nadia.Casarotto@vu.edu.au](mailto:Nadia.Casarotto@vu.edu.au)

Service Skills Organisation (SSO) - Price Waterhouse Cooper’s Skills for Australia

Price Waterhouse Cooper’s Skills for Australia is responsible for developing the TAE Training and Education Training Package and can be contacted for further information.

Address: 2 Riverside Quay, Southbank VIC 3006

Phone: 1800 714 819

Email: [info@skillsforaustralia.com](mailto:info@skillsforaustralia.com)

Website: [PWCs Skills for Australia website](https://www.skillsforaustralia.com/)

National Register of VET in Australia - Training.gov.au (TGA)

TGA is the Australian government’s official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. See [training.gov.au](http://training.gov.au/) for more information.

Australian Government - Department of Education, Skills and Employment

The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training. See [dese.gov.au](https://www.dese.gov.au/) for more information.

State Government - Department of Education and Training (DET)

DET is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria. See [education.vic.gov.au](http://www.education.vic.gov.au/) for more information. (03) 9637 2000

National VET Regulatory Authority - Australian Skills Quality Authority (ASQA)

ASQA is the national regulator for Australia’s VET sector. Info line: 1300 701 801 See [asqa.gov.au](http://www.asqa.gov.au/) for more information.

State VET Regulatory Authority - Victorian Registration and Qualifications Authority (VRQA)

The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria. (03) 9637 2806 See [vrqa.vic.gov.au](http://www.vrqa.vic.gov.au/)

Industry Regulatory Bodies

WorkSafe Victoria

The industry Regulatory body can provide advice on licensing, legislative or regulatory requirements which may impact on the delivery of training or the issuance of qualifications in this Training Package.

WorkSafe needs to provide written verification before high risk work units can be added to an RTO’s scope of registration. [info@worksafe.vic.gov.au](mailto:info@worksafe.vic.gov.auS) See [worksafe.vic.gov.au](http://www.worksafe.vic.gov.au/) for further information.

222 Exhibition Street,

Melbourne 3000

(03) 9641 1444 or

1800 136 089 (toll free)

[info@worksafe.vic.gov.au](mailto:info@worksafe.vic.gov.au)

See [worksafe.vic.gov.au](http://www.worksafe.vic.gov.au/) for further information.

# Glossary

**Code** Nationally endorsed Training Package qualification code.

**Title** Nationally endorsed Training Package qualification title.

**Unit Code** Nationally endorsed Training Package unit code.

**Unit Title** Nationally endorsed Training Package unit title.

**Maximum Payable Hours** The maximum number of hours the Victorian Government will subsidise under Skills First funding for the achievement of the minimum realistic vocational outcome of the qualification, as determined by the qualification packaging rules. The Maximum Payable Hours do not cover every possible combination of core and elective units available for a specific qualification.

Minimum payable hours reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration.

**Scope of Registration** Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide.

**Nominal Hours** Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DET) and are primarily developed for funding purposes in Victoria.