

# AUSTRALIAN MASTERY LEARNING ACADEMY

## Training confirmation & information

Hi, welcome to AMLA

When you enrol in the Cert IV in Training and Assessment course held in Brisbane the following information and details will be provided and clarified.

**Training Dates:** To be confirmed on enrolment.

**Venue:** Information will be provided on the Brisbane training venue and parking availability on confirmation of your enrolment.

**Training Times:** 8.00am – 4.30pm each day (**PLEASE NOTE:** The Saturday session may extend later than 4.30 pm to assist with completing some course requirements if necessary). Due to the duration of the course you will have homework most nights in order to get your assessments and training session presentations done. I suggest that you don't book any social engagements or additional work commitments during the course as this will be a very busy week for you.

We ask each student to arrive at least 10min early to class each day or call me to advise if your personal circumstances have changed. The course is very time sensitive and even a few minutes can have a significant impact on the class' success. As a guide, some of our courses have finished at about 6.00 - 7.00 pm on Saturday but this will vary depending on the course dynamics. We will keep you posted on this possibility as the course evolves. My phone number is 0439 852 212.

**Lunch and breaks:** Tea, coffee and biscuits are provided for morning and afternoon breaks. Normally lunch can be purchased at the venue. Access to a fridge and microwave oven are available for student use.

**Materials:** Course Folder, Materials & Handouts (All Provided)

**Course Requirements:** The course consists of ten (10) units of competency, seven (7) core units and three (3) elective units. The elective units include TAELN411 Address adult language, literacy and numeracy skills, which has become a core unit in the new updated TAE course.

The course units have been clustered to ensure that the same concept is not addressed numerous times. This has allowed the course to be modified without reducing the essential learning components. Our aim is to equip trainers and assessors with all the skills required to be exceptional VET educators. Every attempt is made to complete all of the assessment requirements at the course so that after course work is not required. At AMLA we pride ourselves on maintaining high standards and remaining flexible enough to cater for each student's individual needs.

I have attached some helpful reading which includes information on:

- ✓ VET acronyms
- ✓ Australian Core Skills Manual
- ✓ Adult learning styles
- ✓ Assessment Plan Template, and
- ✓ A training plan template
- ✓ What's your learning style? *(To be completed, scanned and emailed back before the course)*

These should be previewed prior to the course as this will give you a head start in the program.

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I also suggest that you familiarise yourself with the website [training.gov.au](http://training.gov.au). Review its content and look for units of competencies and qualifications that you may be able to use in your presentations. Type 'TAE10' into the course search box to find the course and units that you will be studying.

**Course Preparation:** As part of the course you will be required to deliver three (3) training sessions and two (2) facilitation sessions. To assist you to complete the course I suggest that you give some thought to the content of the following course requirements and decide on a subject matter/skill on which you can demonstrate and deliver a training session.

The templates for these sessions are also attached. Most students decide to use power-point presentations to enhance the delivery of their sessions.

- ✓ A 20 minute group based delivery with the demonstration of a skill – you can plan and deliver a training session on any topic.
- ✓ A 30 minute group training session including facilitation and assessment – you can plan and deliver a training session and assessment on any topic but not a repeat of the 20min presentation.
- ✓ A 40 minute group training session including facilitation and assessment – this session must be ideally skills focused and competency based. You will need to research several elements within a Unit of Competency from a National Training Package Qualification (AQF Level 2, 3, or 4). You can access further information on competency units at [training.gov.au](http://training.gov.au). This also must not be a repeat of the first two.
- ✓ A skill based facilitation session whereby you can teach someone a skill/simple task in 20 to 30 minutes. Topics can include work skills, computer skills, hobby skill, cooking, etc.

***Failure to do some preparation prior to the course will increase the pressure on you during our 6 day intensive course and may make it difficult for you to complete the course successfully within a reasonable time frame.***

If you can arrange to have a laptop computer in class it will assist you to formulate your presentations electronically during the class time that is allocated for these activities. You must have access to a computer during the week to assist with the preparation of your presentations.

Knowledge of word processing and PowerPoint are essential for this course. These skills will assist you in preparing and presenting the four training deliveries required.

You will be provided with a USB memory stick containing course information and also for your use to store presentations, etc.

## **Course printing**

Be sure to have access to a printer as you will be required to provide copies of your training and assessment plans, power point presentation and student handouts.

## **Language, Literacy and Numeracy Skill assessment**

The determination of language, literacy and numeracy skills is essential for the successful presentation and assessment of any training program. As a guide to assessing student skills, I have included questions in the enrolment form that provide me with a guide to your LLN skills.

**Please ensure this that enrolment form has been fully completed and a scanned copy returned to AMLA well before the course.**

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## Adult learning styles

Please complete and return the learning styles form before the course. This information is also essential for the effective planning of the course.

On the first day we will have the usual 'registration' paperwork to complete. ***Can you please bring with you current photo identification i.e. drivers licence, passport etc., to verify your identity?***

If you have not already applied for a Universal Student Identifier (USI) please ensure that you visit the USI website to get your USI. Simply google 'USI' and you will be taken to the government site where you can apply for your USI. When applying for your USI please ensure that you use exactly the same names as found on your source of identification (i.e. Government issued drivers licence etc.). If you experience any problems doing this we will be able to assist you to get your USI during the course. ***Please ensure a copy of your USI verification is with you on Day One of the program either via an electronic device or printed copy. Thanks!***

***Please make note to ensure that you bring pens, reading glasses (if required) and anything else that you need to assist in making your learning experience easier.***

If you have any questions please email them to me at [admin@amla.com.au](mailto:admin@amla.com.au), call me on 0439 852 212 or non-urgent questions can be discussed at the course.

I am looking forward to meeting you, working together and sharing in your learning experiences as you work to complete this qualification.

Best regards,

Allan May.

M.Ed. B.Ed. Cert IV T & A.