
TAE50111 Diploma of Vocational Education and Training

Assessment - Teaching Practicum

TAEPDD501A Maintain and enhance professional practice
TAEDEL502A Provide advanced facilitation practice
TAEASS501A Provide advanced assessment practice

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ASSESSMENT TASK - PRACTICUM

These assessment tasks allow you to provide evidence that demonstrates your competency in the following three core units of competency from TAE50110 Diploma of Diploma of Vocational Education and Training:

- TAEPDD501A *Maintain and enhance professional practice*
- TAEDEL502A *Provide advanced facilitation practice*
- TAEASS501A *Provide advanced assessment practice.*

Aim

The TAE50111Diploma of Vocational Education and Training requires you to take responsibility for your professional development and develop your role as facilitators and assessors.

These tasks ask you to undertake your own course of professional development, gather evidence of and reflect on your current professional practice in order to identify areas for improvement to move into advanced levels of professional practice. It also invites you to consider the direction and future goals of your professional practice.

Practicum

It is anticipated that the practicum will run throughout the whole course and you will need to maintain the Practicum Log using the spreadsheet file, Practicum_Log.xls

The **Practicum_Log.xls** file contains the following template sheets:

- Cover Sheet
- Reflection Journal – Questions
- Prof Devel Activity
- Participation in Prof Devel (1)
- Participation in Prof Devel (2)
- Participation in Prof Devel (3)
- Facilitation Practice Log
- Facilitation – Reflect Journal
- Assessment Practice Log
- Assessment – Reflect Jour
- Observation Summary
- Third Party Assess Observation
- Student Assess Feedback

Assessments

The critical aspects of evidence for these units of competency covered in these assessment tasks include:

TAEPDD501A Maintain and enhance professional practice

Contribute to own professional development plan
Participate in professional development activities to maintain currency of skills and knowledge in VET sector
Collect, document, reflect and discuss with peers evidence of feedback from at least 10 hours of facilitation practice
Conduct interviews with assessors to cover their assessment of at least 10 students.

TAEDEL502A Provide advanced facilitation practice

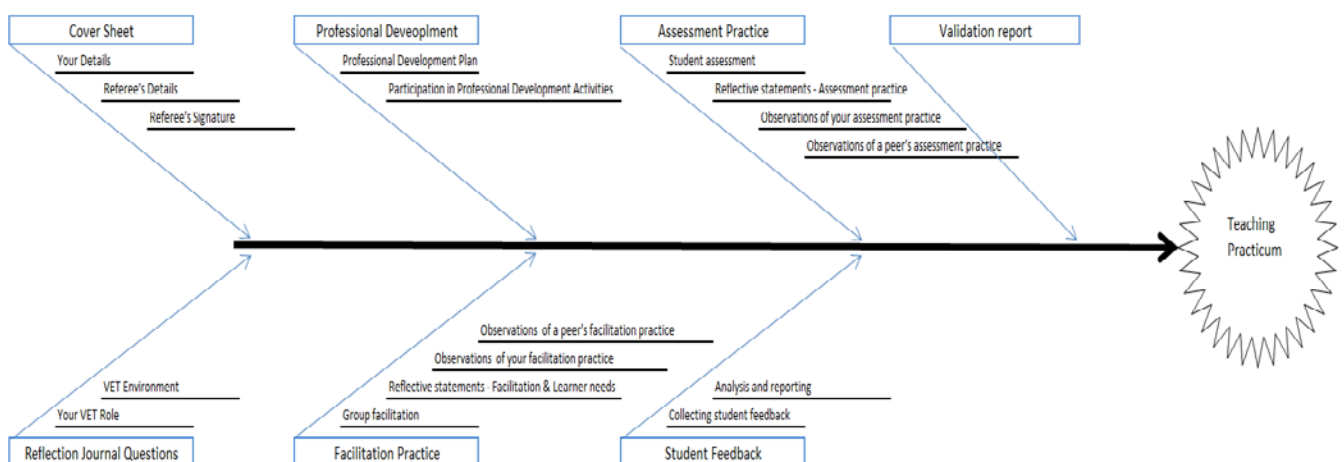
Facilitate groups of learners demonstrating:

- selection and use of different teaching and delivery methods
- integration of theory and practice in own performance
- a variety of strategies to support diversity in learner independence

Collect and analyse feedback from a range of sources
Reflect on the success of the training delivery as well as your own performance
Document your reflections and proposed changes to improve your practice
Minimum of 100 hours of GROUP facilitation (must be accredited course by the RTO or National Training Unit)

TAEASS501A Provide advanced assessment practice

Undertake the assessment of at least 20 individual students from a total of at least 50 units of competency from training packages or accredited courses
Lead an assessment group (at least 5 individuals) and demonstrate how your leadership has led to improved processes and outcomes.



PRACTICUM LOG

The Practicum Log MUST MEET ALL of the specifications below:-

- your current work and practice in the VET sector
- personal professional development plan
- three (3) reports on professional development activities you have undertaken
- minimum of 100 hours of GROUP facilitation (RTO or National Accredited training)
- minimum of six (6) personal reflections on your facilitation
- minimum of six (6) personal reflections on learners with complex learning needs
- observations of YOUR **facilitation** practice by a peer (a minimum of 10 hours) with reflection regarding the discussion with the peer
- observations of a PEER's **facilitation** practice by you (a minimum of 2 sessions) with reflection regarding the discussion with the peer
- reflective summary statement about your **facilitation** practice in which you have identified areas of improvement (300 words)
- assess a minimum of 20 students AGAINST a minimum of 50 units of competency
- personal reflection on your own **assessment** practice (a minimum of 6)
- observations of YOUR **assessment** practice by a peer (a minimum of 1) with reflection regarding the discussion with the peer
- observations of a PEER's assessment practice by you (a minimum of 1) with reflection regarding the discussion with the peer
- collect a minimum of 10 individual student assessment feedback template sheets
- reflective summary statement regarding the students' assessment feedback from at least 10 individual students (this statement MUST include a brief summary of the students' comments, 300 words)
- reflective summary statement about your **assessment** practice in which you have identified areas of improvement (300 words)
- lead assessment among a group or team of assessors, consisting of at least five (5) individuals and demonstrate how that leadership has led to improved processes and outcomes

WHAT TO DO

These are integrated tasks and need to be completed during the course. Enter in all required information into the spreadsheet. You MUST submit a HARD COPY of your Practicum Log.

PRACTICUM LOG COVER SHEET

Complete all required information in the sheet **Cover Sheet**. Ensure that your third party referee has signed this sheet before submitting the Practicum Log.

Practicum Log Cover Sheet

Log Dates	From		To	
Participant Details				
Full Name				
Student ID				
Organisation				

REFLECTION JOURNALS – QUESTIONS

This part of the Practicum Log covers:-

- your current work and practice in the VET sector

Provide a statement for each of the questions in the sheet *Reflection Journal – Questions*.

Reflection Journal - Questions	
Your Details	
Name	
Current Qualifications	
Current Experience	

PROFESSIONAL DEVELOPMENT

This part of the Practicum Log covers:-

- personal professional development plan
- three (3) reports on professional development activities you have undertaken
- lead a validation meeting (consisting of at least five individuals)

Development of a Professional Development Plan

For this part of the task, you will be required to prepare a *Professional Development Plan* which incorporates activities that allow you to:

- improve your facilitation and assessment practice (an education and training currency plan)
- improve your vocational competency (a vocational currency plan)

The following activities will assist you to understand the difference between an education and training currency plan and a vocational currency plan:

Activities to maintain and improve *facilitation and assessor practice* may include:

- aligning organisational requirements and priorities with your own professional development goals
- creating support networks or communities of practice around facilitation and assessment (or particular areas within) to discuss and address challenging issues
- attending workshops, conferences and other professional events relating to the VET system and facilitation and assessment practice

- attending internal staff continuous improvement processes, such as validation and moderation processes
- delivery of professional development to peers in areas of interest or expertise
- leading assessment and validation activities

Activities that could develop currency in *vocational knowledge and skills* include:

- mentoring from an industry expert
- maintaining registration with industry and professional bodies
- complying with continuing professional development requirements for industry and professional bodies
- attending courses run by professional or industry bodies in your vocational area
- involvement in industry partnerships between industry and professional organisations and an RTO or other training workplace
- arranging work placements in or visits to industry, business or professions and relevant organisations
- involvement in activities with Industry Skills Councils (ISC)
- developing and maintaining a network of industry or professional contacts to comment on facilitation and assessment practices and materials
- self-directed learning in your area of vocational competence, including e-learning

Ensure that you have:

- a professional development activities plan (with a minimum of 3 planned activities)
 - at least one activity that improves your facilitation and assessment practice
 - at least one activity that improves your vocational competency

Use the **Prof Devel Activity** sheet to create and maintain your professional development plan.

Professional Development Activities							
Name				Start Date		End Date	
Professional Development Activity <3>	Details of Activity	Expected date of participation in the Activity	Area of Professional practice to be developed	Expected impact on area to be developed	Resources required (time from work, cost, staff involvement, industry professionals)	Relationship to current work role responsibilities and practice environment	Comments from others on activity and impact

Participation in professional development activity

You need to reflect on each professional development activity (a minimum of 3 reports) you attend. If a planned activity did not take place, explain why and the steps that were taken to undertake alternative activities to meet the identified needs.

Use the **Participation in Prof Devel** sheets to record your reflection for **each** activity you attend.

Participation in Professional Development - Activity 1	
Name	
Professional Development Activity	
Date of participation in the Activity	
What identified area of improvement did this activity relate to and how?	

FACILITATION PRACTICE

This part of the Practicum Log covers:-

- minimum of 100 hours of GROUP facilitation (RTO or National Accredited training)
- minimum of six (6) personal reflections on your facilitation

- minimum of six (6) personal reflections on learners with complex learning needs
- observations of YOUR **facilitation** practice by a peer (a minimum of 10 hours) with reflection regarding the discussion with the peer
- observations of a PEER's **facilitation** practice by you (a minimum of 2 sessions) with reflection regarding the discussion with the peer
- reflective summary statement about your **facilitation** practice in which you have identified areas of improvement (300 words)

Use the **Facilitation Practice Log** sheet to maintain a record of all your facilitation details and the **Facilitation - Reflect Journal** sheet to record your reflections about your group facilitation.

Practicum log – Facilitation Practice

Practicum Log - Facilitation Practice								
Participant's Name		Student number		Course Date				
Date	Course Details	Duration (hrs)	Total Duration (hrs) ≤100 hrs	Sign Off by Peer «Name»	Facilitation Details			
	Course/Unit Name				Reflection Journal (Facilitation) ≤6 entries - X»	Reflection Journal (Learner Needs) ≤6 entries - X»	Observation of YOUR Facilitation Practice ≤10 hrs»	Observation of a PEER's Facilitation Practice ≤2 - X»

Facilitation - Reflection Journal

The areas of reflection can include:

- your facilitation practice
- learners with complex learning needs
- complex learning environments
- developing learner independence

The following questions may help you with your **Reflective Statements**:

- How can I improve in the performance of the responsibilities and accountabilities of my current work role?
- What areas do I want to improve upon in my facilitation practice and why?
- What areas do I need to improve in my vocational competency and why?
- How do I improve as a VET practitioner in general (e.g. long-term goals)?

Use the sheet **Facilitation - Reflect Journal** to record your reflections.

Facilitation Reflection Journal (minimum of 12 entries)					
Name	Period of Reflections			Start Date	End Date
Date	Reflection area	Reflective Statement (approximately 300 words)			

Observations of YOUR facilitation practice

You need a peer to observe **you facilitating a group for a minimum of ten (10) hours** (eg 5 x 2 hour each or 20 x half an hour each). You require to complete enough observations sheets to cover 10 hours of observations, (5 x 2 hour each = 5 observation sheets or 20 x half an hour = 20 observation sheets)

1. Invite a peer to observe your class

2. Print out the **Observation Sheet**
3. During the class the peer completes, by hand, the **Observation Sheet**
4. At the end of the class, discuss the observations made by the peer. (You do not have to agree with the peer's observations.)
5. Complete the Personal Reflections section on the **Observation Sheet**.

Observations of a PEER's facilitation Practice

You need to observe a peer(s) conducting group facilitation (a minimum of 2).

1. Seek permission from a peer to observe their class
2. Print out the **Observation Sheet**
3. During the class you complete, by hand, the **Observation Sheet**
4. At the end of the class, discuss your observations with the peer. (The peer does not have to agree with your observations.)
5. Complete the Personal Reflections section on the **Observation Sheet**.

Facilitation Observations			
Teacher Name:		Date:	
Course Name:			
Unit/s of Competency [name/code]:			
Topic:			
Session No:		Learning Group:	
Learning Objectives:			

Personal Reflections (following the discussion with Peer)

ASSESSMENT PRACTICE

This part of the Practicum Log covers:-

- assess a minimum of 20 students AGAINST a minimum of 50 units of competency
- personal reflection on your own **assessment** practice (a minimum of 6)
- observations of YOUR **assessment** practice by a peer (a minimum of 1) with reflection regarding the discussion with the peer
- observations of a PEER's assessment practice by you (a minimum of 1) with reflection regarding the discussion with the peer
- collect a minimum of 10 individual student assessment feedback template sheets

- reflective summary statement regarding the students' assessment feedback from at least 10 individual students (this statement MUST include a brief summary of the students' comments, 300 words)
- reflective summary statement about your **assessment** practice in which you have identified areas of improvement (300 words)
- lead assessment among a group or team of assessors, consisting of at least five (5) individuals and demonstrate how that leadership has led to improved processes and outcomes

Use the **Assessment Practice Log** sheet to maintain a record of all your assessment details and the **Assessment - Reflect Jour** sheet to record your reflections about your assessment.

Practicum Log - Assessment							
Participant's Name	Course/Unit Name	Student number	Course Date				
Date	Course/Unit Name	Number of Students of assessed by you <this group> <20>	Number of Units of Competency assessed by you <this group> <50>	Reflection Journal (Assessment) <6 entries>	YOUR Assessment practice observed <1 only>	PEER Assessment practice observed <1 only>	STUDENT Assessment feedback sheets collected <10 sheets>

Assessment Reflection Journal					
Name			Course Date		
Date	Reflective Statement (approximately 300 words)				

Observations of YOUR assessment practice

You need a peer to observe **you assessing** a group (a minimum of 1)

1. Invite a peer to observe your class undergoing an assessment
2. Print out the **Third Party Assess Observ** sheet
3. During the class the peer completes, by hand, the **Third Party Assess Observ** sheet
4. At the end of the class, discuss the observations made by the peer. (You do not have to agree with the peer's observations.)
5. Complete the Personal Reflections section on the **Third Party Assess Observ** sheet

Observations of a PEER's assessment practice

You need to observe a peer conducting a group assessment (a minimum of 1).

1. Seek permission from a peer to observe their class undergoing an assessment
2. Print out the **Third Party Assess Observ** sheet
3. During the class you complete, by hand, the **Third Party Assess Observ** sheet
4. At the end of the class, discuss your observations with the peer. (The peer does not have to agree with your observations.)
5. Complete the Personal Reflections section on the **Third Party Assess Observ** sheet

Student assessment feedback, analysis and reporting

You need to collect and document evidence of feedback of your assessment practice for a unit of work in your workplace.

Student Assessment Feedback

Collect a minimum of 10 individual student assessment feedback template sheets.

1. Print out **Student Assess Feedback** sheets
2. At the conclusion of the assessment task, hand out and ask the students to complete the **Student Assess Feedback** sheet
3. Collect the **Student Assess Feedback** sheets from students
4. Write a report that summaries, analyses and makes recommendations based upon the feedback.

Third-Party Assessment Observation	
PEER assessment practice observed (1 only) <input type="checkbox"/>	
YOUR assessment practice observed (1 only) <input type="checkbox"/>	
Assessor Name	
Observer Name	

Your Student's Assessment Feedback Sheets (x10 only)			
Assessor Name			
Location of Assessment			
Date of Assessment			
Type of assessment task completed			
Do you agree with the following statements?			
The assessor gave me enough information about the assessment process, including appeals processes	Yes	No	N/A