
Course Information

TAE50111 Diploma of Vocational Education and Training 2013

NMIT

Northern Melbourne Institute of TAFE
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All requests and enquiries regarding use and availability should be directed to:

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www.nmit.edu.au/bec

All information provided in this guide was correct at time of printing and is subject to change without notice. NMIT takes no responsibility for any changes and strongly recommends that students refer to websites or contact the relevant agency for current information.

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COURSE DETAILS

Welcome

The Business Enterprise Centre (BEC), Faculty of Business at NMIT, Preston campus is offering TAE50111 Diploma of Vocational Education and Training.

This qualification is designed to reflect the roles of experienced practitioners delivering training and assessment services in a Registered Training Organisation (RTOs) within the vocational education and training (VET) sector. NMIT offers a diverse range of innovative, hands-on VET and Higher Education programs to equip you with the knowledge and skills to excel in an evolving and challenging marketplace.

Please take time to read the information contained in this Information Booklet.

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Qualification

To attain the TAE50111 Diploma of Vocational Education and Training you are required to complete 10 units – 6 Core and 4 elective units.

The units selected for this program are:

Units			Nominal Hours
TAEASS501A	Provide advanced assessment practice	Core	50
TAEASS502B	Design and develop assessment tools	Core	30
TAEDL502A	Provide advanced facilitation practice	Core	50
TAEDL501A	Design and develop learning strategies	Core	40
TAELN401A	Address adult language, literacy and numeracy skills	Core	30
TAEPDD501A	Maintain and enhance professional practice	Core	45
TAEDL502A	Design and develop learning resources	Elective	50
TAEDL505A	Evaluate a training program	Elective	50
TAETAS01B	Undertake organisational training needs analysis	Elective	40
PSPGOV511A	Provide leadership	Elective	50
Total			435

The TAE50111 Diploma of Vocational Education & Training reflects the roles of experienced practitioners delivering training and assessment services within the vocational education and training (VET) sector.

You must:

- facilitate at least 100 hours of facilitation to a group of learners
- assess at least 20 candidates against a total of 50 units of competency
- maintain a journal that reflects on and analyses the information and evidence about your professional practice
- gather feedback from peers of your facilitation and assessment practice
- gather feedback from your assessment candidates

Participants who successfully complete TAE50111 Diploma of Vocational Education and Training will be eligible to apply for Skill Recognition for the following units from the Nationally Accredited qualification TAE50211 Diploma of Training Design and Development.

Pathways

Those completing the TAE50111 Diploma of Vocational Education and Training could consider higher qualifications in training and assessment, in their area of vocational competence, or in the higher education sector.

DELIVERY TIMETABLE

This program will be delivered flexibly using a combination of:

- workshops
- research and reading
- private study
- group activities
- peer workplace support
- mentoring

Participants are required to attend the 10 compulsory workshops; 9 evening workshops, Monday evening 5 – 8 pm and 1 full day workshops, Saturday 10am-4pm at the Preston campus, Building A, NMIT, 77-91 St Georges Road, Preston, 3072.

Workshops	Units
Workshop 1 Monday, 13 May '13 5-8pm	Delivery & facilitation <ul style="list-style-type: none"> • TAEPPD501A-Maintain and enhance professional practice • TAEDEL502A-Provide advanced facilitation practice • TAEASS501A-Provide advanced assessment practice
Workshop 2 Monday, 3 June '13 5-8pm	Leadership <ul style="list-style-type: none"> • TAEELN401A-Address adult language, literacy and numeracy skills
Workshop 3 Monday, 22 July '13 5-8pm	Leadership <ul style="list-style-type: none"> • PSPGOV511A-Provide leadership
Workshop 4 Monday, 19 August '13 5-8pm	Training advisory <ul style="list-style-type: none"> • TAETAS501B-Undertake organisational training needs analysis
Workshop 5 Monday, 9 September '13 5-8pm	Design & development <ul style="list-style-type: none"> • TAEDES501A-Design and develop learning strategies • TAEDES502A-Design and develop learning resources • TAEASS502B-Design and develop assessment tools • TAEDES505A-Evaluate a training program
Workshop 6 Monday, 14 October '13 5-8pm	Design & development <ul style="list-style-type: none"> • TAEDES501A-Design and develop learning strategies • TAEDES502A-Design and develop learning resources • TAEASS502B-Design and develop assessment tools • TAEDES505A-Evaluate a training program
Workshop 7 Saturday, 9 November '13 10am-4pm	Design & development <ul style="list-style-type: none"> • TAEDES501A-Design and develop learning strategies • TAEDES502A-Design and develop learning resources • TAEASS502B-Design and develop assessment tools • TAEDES505A-Evaluate a training program
Workshop 8 Monday, 11 November '13 5-8pm	Design & development <ul style="list-style-type: none"> • TAEDES501A-Design and develop learning strategies • TAEDES502A-Design and develop learning resources • TAEASS502B-Design and develop assessment tools • TAEDES505A-Evaluate a training program
Workshop 9 Monday, 25 November '13 5-8pm	Design & development <ul style="list-style-type: none"> • TAEDES501A-Design and develop learning strategies • TAEDES502A-Design and develop learning resources • TAEASS502B-Design and develop assessment tools • TAEDES505A-Evaluate a training program
Workshop 10 Monday, 9 December '13 5-8pm	Design & development <ul style="list-style-type: none"> • TAEDES501A-Design and develop learning strategies • TAEDES502A-Design and develop learning resources • TAEASS502B-Design and develop assessment tools • TAEDES505A-Evaluate a training program

STUDENT INFORMATION

General

Student I.D. card – carry your card with you at all times while on institute campuses.

Change of name and/or address - notify Student Records promptly of any changes to ensure you receive your results and qualification.

Mobile phones – are not to be used during classes unless by prior arrangement with the trainer. Approval to use mobile phones in class will be given in exceptional circumstances only.

Department notices – information and notices regarding changes (e.g. class times, rooms, trainer absences) are placed on department noticeboards and/or classroom doors. Also check for information and notices on the Student Portal.

Attendance

Attendance, absences and punctuality – regular and punctual attendance is required to meet course requirements.

If you miss classes - it is **your** responsibility to contact your trainer before the class if you have prior knowledge of the absence, or as soon as possible after the class.

Missed class work - it is **your** responsibility to find out what work has been covered and arrange to complete what has been missed. The Student Portal will also contain information regarding class content i.e. Session Plan

Non Attendance - after each absence notify your trainers of the reason for non-attendance. In the case of illness causing absence of two or more classes you need to provide a medical certificate to the coordinator who will forward information to your trainers.

Student Code of Conduct

As members of the NMIT community, student must behave sensibly and appropriately. Abusive language, threatening behaviour, bullying, harassment misuse of NMIT property, network or disorderly conduct may lead to action under the Student Discipline rule at http://www.nmit.edu.au/about/rules_policies/

Student Responsibilities

It is your responsibility to:

- Familiarise yourself with relevant NMIT rules, policies and procedures which can be found on the NMIT website at: http://www.nmit.edu.au/about/rules_policies/
- Maintain contact with the trainer in the case of submitting assessments, sick leave, or extended absences. Contact details will be provided.
- Ensure that you submit assignments on or before the due date.
- Always attach the completed and signed Assessment Submission Cover Sheet to your assessments
- **Always retain a copy of your assessments.**

- Notify the Coordinator and NMIT Student Records promptly of any change of name and/or address and please notify the coordinator and/or department administration if you are unable to attend scheduled classes.

Occupational Health & Safety Considerations

NMIT makes every effort to ensure all facilities are safe, if you see any OH&S problems please bring them to the attention of your trainer. In the event of a fire or emergency requiring evacuation your trainer will escort you to a safe area. Exit signs and evacuation procedures are clearly displayed in all buildings.

We also welcome suggestions and ideas that lead to an improvement in all aspects of our operation.

The form is available at:

<http://www.nmit.edu.au/pdf/pqaf7005.pdf>

Student Grievances

The institute's Student Grievance Policy and Procedure provides a mechanism for lodging and resolving grievances. Students should read the policy and procedure carefully and seek advice from the Student Services Department or a member of the teaching staff if they are unsure of the process.

This policy document can be found on the NMIT website at:

http://www.nmit.edu.au/about/rules_policies/

Student Support Services

Libraries

NMIT has libraries located at each of its six campuses - Collingwood, Epping, Fairfield, Greensborough, and Heidelberg & Preston. The libraries hold a combined total of approximately 100,000 items. Access to electronic resources - full text articles and e-books complement these hard copy and audio-visual materials.

Computer access is available using the computers located at all campus libraries. These computers are equipped with Microsoft Office products and Internet Explorer. Printing, photocopying and scanning facilities are also available.

Student Counselling

Qualified staff are available to discuss issues students have which may be interfering in their course and social activities. The service is provided free of charge to students.

Services include:

- Personal and crisis counselling
- Career and course advice
- Group programs on a range of issues
- Financial advice
- Referral to a range of community agencies and resources

Disability Support

Students with disabilities are not disadvantaged at NMIT.

Support is available for students whose learning is affected by physical, intellectual, sensory, psychiatric or neurological disabilities or chronic medical conditions.

This support may include equipment loans, adaptive technology, note takers, tutors, signing interpreters and course materials provided in alternative formats.

Availability of certain support services is subject to funding.

Further information can be located at <http://www.nmit.edu.au>

ASSESSMENT

At the commencement of the program you will be given a unit outline with information about content and assessment requirements. Assessment methods for the units of competency are listed in the unit outlines. Each trainer will also provide you with your assessment and discuss with the class guidelines to assist you in meeting assessment requirements, i.e. deadlines, format, content etc.

For you to achieve competence you need to attend classes **unless a variation of attendance is negotiated with the appropriate trainer at the beginning of the program**. Some units of competency (subjects) require your participation as part of assessment. Attendance and punctuality will be taken into account in the assessment of those subjects.

It is your responsibility to ensure that you do not miss class tests. If you are unable to sit a scheduled test due to illness a **medical certificate** must be provided as soon as possible after absence. You will be allowed to resit the test as a first attempt.

Assessment/Evidence Submission

- **Assessment Submission Cover Sheets** – Must be completed in full, signed and attached to your assessment.
- **Assessment boxes** - are available in department areas at each campus; assessments will be dated and distributed to the designated trainer. Assessments can also be handed to your trainer in class.
- **Assessment Extensions**
If you are unable to sit for an assessment for reasons other than medical, an alternative date for the sitting of an assessment may be granted in **exceptional circumstances** only, and a request **must be made in writing** to your trainer prior to the scheduled date.
Extensions on assignment dates may be granted in **exceptional circumstances** but are to be negotiated with the trainer **prior** to the scheduled dates for submission.
- **Always retain a copy of your assessments**
- If an assignment is graded as **Not Yet Competent (NYC)**, you will be offered an opportunity to resubmit **once**.

Tests and Retests

You will be permitted two attempts at a test. To be eligible for a second attempt a mark of at least 40% should be achieved on the first attempt. You may be required to undertake additional revision work prior to a resit, at the trainer's discretion.

If you are unable to sit for an assessment for reasons other than medical, an alternative date for the sitting of an assessment may be granted in **exceptional circumstances** only, and a request **must be made in writing** to your trainer.

Plagiarism

Plagiarism is copying. It occurs when a course participant copies or reproduces another person's words or ideas, and presents them as their own without proper acknowledgement. This includes: work of others, with or without their knowledge; downloading information from the internet; copying sections from books.

Plagiarised work **will not** be assessed.

Assessment Feedback

Written and /or oral feedback will be provided by your trainer.

Assessment Appeals

If you believe that the result you have received for an assessment is incorrect, you should first contact your trainer to discuss. If you are still in disagreement with the result, you may notify the coordinator in writing within 10 working days of notification of the original result requesting a re-assessment. Sound reasons must be given (in writing) why you believe the result given is incorrect. The coordinator will use an independent assessor to review the assessment.

An appeals procedure is available to a student not satisfied with the outcome of the re-assessment. Further information is can be located at http://www.nmit.edu.au/about/rules_policies

Allowable Adjustments

All evidence gathered will be assessed according to the rules of evidence and the *Evidence Checklist* for each unit or section of the course. In addition, allowable adjustments are acceptable for the following categories: disability; gender; indigenous; age and language considerations.

Results

Your results will be available on the Student Portal.

Certificates

When you have satisfactorily completed the requirements of your course, complete an 'Application for Certificate', application form available on the Student Portal.
Students who successfully complete a Diploma, Advanced Diploma, Associate Degree or Degree will be invited to attend the NMIT Graduation ceremony held annually.

PRIVACY STATEMENT

NMIT collects personal information from students at enrolment, during the course of their studies and when they access other NMIT services. The information that is collected is treated confidentially. Disclosure of relevant information is only made to approved authorities or where the student gives permission.
As part of NMIT Quality procedures, facilitators are required to collect samples of student work. These samples will be treated confidentially and will only be retained with student permission

DIPLOMA AND ADVANCED DIPLOMA COURSES:

Census date information – VET FEE HELP

Semester 1

- Term 1 Census date: 30 March 2013
- Term 2 Census date: 31 May 2013

Semester 2

- Term 3 Census date: 26 August 2013
- Term 4 Census date: 30 November 2013

The census date of a unit of study is the last day a student can submit their Request for VET FEE-HELP. You **must submit** your Request for VET FEE-HELP assistance form by the end of the census date or **you will not** be able to defer your tuition fees and you will have to pay your tuition fees up-front.

After the census date, if you are entitled to VET FEE-HELP assistance, the Australian Government will pay the unpaid amount of your tuition fees for that unit(s) of study to your provider and you will incur a VET FEE-HELP debt for that amount.

If you wish to withdraw from the course or a unit of study you **must withdraw on or before** the census date or you will incur a debt with the Australian Government. That debt cannot be transferred or deferred to another unit of study.

Students who have paid their fees and wish to withdraw **must withdraw on or before** the census date to be eligible for a refund. If you withdraw after the census date you are not eligible for a refund of fees.