

TAE50111 Diploma of Vocational Education and Training



Welcome

Team members

- Graham Dobb
- Jeff Prentice



Course Information

- Contact Details
- Qualification
- Timetable
- Student Responsibilities
- NMIT Student Portal
- Census Dates



Workshops

- 10 Workshops are **compulsory**
- Dates in the Course Information booklet
- All assessments to be sent via email with cover sheet to your mentor by due dates
- You **MUST** contact Graham if you cannot attend a workshop



Dip of VET

- Delivery & facilitation
 - TAEPPDD501A-Maintain and enhance professional practice
 - TAEDEL502A-Provide advanced facilitation practice
 - TAEASS501A-Provide advanced assessment practice

This is your Teaching Practicum



Teaching Practicum

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 on your facilitation and assessment practice
- gather feedback from your assessment candidates (students)
- 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

(Peer is defined as a work colleague who holds a Cert IV in TAA/TAE or Diploma of VET)



Teaching Practicum - Facilitation

See Teaching Practicum Notes and Excel Spreadsheet

- Reflective Journal Questions on your work practice & role
- Professional Development Activity with report (x3)
- Facilitation Practice logs (x100 hrs)
- Facilitation Observations on YOU (10 hrs) by a peer using observation sheet
- Observations of a PEER (x2) by you using observation sheet
- Reflections journal entries:- Facilitation Practices (x6) and Learner needs (x6) = (x12 minimum)



Teaching Practicum - Assessment

See Teaching Practicum Notes and Excel Spreadsheet

- Assessment Practice logs (a combination of min: assess 50 units of competency with 20 students)
- Assessment reflections journal entries (x6 min)
- Assessment Observations on YOU (x1) by a peer using Assessment Observation sheet
- Assessment Observations of a PEER (x1) by you using Assessment Observation sheet
- Collect student Assessment feedback sheets (x10), then analyse and report the outcomes



Reflective Journal

- Your **Reflective Journal** is a critical component of the TAE50111 Diploma of Vocational Education and Training.
- It is essential that you **READ, UNDERSTAND** and **ADDRESS** the elements/performance criteria for the units within the Reflective Journal
- Each journal entry must be a concise summary (approximately 100/300 words) that comments on your practice in facilitation, assessment, learner needs or LLN issues.



Reflective Entry Sample

- Peter **observed** my class today and provided some feedback on my **assessment practice**. His **feedback** included On reflection of his comments and my own, **I will** for future classes.



Peer Network

- Create a 'Peer Network' (group of colleagues) within the Workplace to help you in your facilitation & assessment tasks & discussions

A qualified peer in the VET sector holds a Cert IV in TAA or TAE.

It is desirable that the peer has an AQF Level 5 or higher, e.g.

- ✓ 21697VIC Diploma of VET Practice
- ✓ TAE50111 Diploma of VET
- ✓ Graduate Diploma of Education (including teaching practicum)



Your mentor

- Your Mentor is the key person in your studies
- You must maintain contact with your mentor throughout the course
- If you have any problems, contact your mentor ASAP – the mentor is your port of call....
- All your work **MUST** be submitted electronically.

