

Session Plan (Group 1B – 13 May 2013)

Qualification: TAE50111 Diploma of Vocational Education and Training

Unit/s:

- TAEASS501A Provide advanced assessment practice
- TAEASS502B Design and develop assessment tools
- TAEDEL502A Provide advanced facilitation practice
- TAEDES501A Design and develop learning strategies
- TAELLN401A Address adult language, literacy and numeracy skills
- TAEPDD501A Maintain and enhance professional practice
- TAEDES502A Design and develop learning resources
- TAEDES505A Evaluate a training program
- TAETAS501B Undertake organisational training needs analysis
- PSPGOV511A Provide leadership

Teacher: Jeff Prentice & Graham Dobb

Date/Time	Learning outcomes	Content (topic and material covered)	Learning activities / assessments	Materials
Workshop 1 13/5/13 5-8pm Graham Dobb Jeff Prentice	<ul style="list-style-type: none"> TAEPDD501A-Maintain and Enhance Professional Practice (1.1 to 1.3, 2.1 to 2.5, 3.1 to 3.4, 4.1 to 4.5, 5.1 to 5.3) TAEDEL502A-Provide Advanced Facilitation Practice (1.1 to 1.4, 2.1 to 2.3, 3.1 to 3.2, 4.1 to 4.3, 5.1 to 5.3) TAEASS501A-Provide Advanced Assessment Practice (1.1 to 1.2, 2.1 to 2.2, 3.1 to 3.2, 4.1 to 4.3) 	<ul style="list-style-type: none"> Induction <ul style="list-style-type: none"> Orientation to NMIT & OHS Course orientation – timetable, student responsibilities, census dates Skills Recognition Course Details <ul style="list-style-type: none"> Discussion of Unit Clusters Cluster/Unit requirements Explanation of how these units are interlinked Accessing course files Assessment requirements & due dates Assessment for cluster <ul style="list-style-type: none"> Research & reading tasks Value of Contributions towards the learning process by leading educator Learning in the VET sector Workshop Details <ul style="list-style-type: none"> Accessing course files Assessment requirements & due dates Environmental conditions & potential impacts Learners with complex needs LLN Adjustment to training & assessment process 	<ul style="list-style-type: none"> Workshop Activity <ul style="list-style-type: none"> Participant Introductions- Each participant introduces themselves to the group: Who they are, current role & responsibility & why they are doing the TAE50111 Course Files <ul style="list-style-type: none"> How to assess to course files via NMIT data drive and Student Portal Importance of checking the Student Portal – suggest weekly access to check Assessment requirements <ul style="list-style-type: none"> Assessment Task Check List – What's due & when Research & Reading tasks <ul style="list-style-type: none"> Discussion of the importance to research, analysis and critical response Work requirements between workshops 	<ul style="list-style-type: none"> Attendance roll Enrolment forms Ppt presentation Course information book Course files Whiteboard <p>Access to NMIT data drive from class rooms and Student portal to download files.</p>

Date/Time	Learning outcomes	Content (topic and material covered)	Learning activities / assessments	Materials
Workshop 1 (cont)	<ul style="list-style-type: none"> • TAEPPD501A-Maintain and Enhance Professional Practice (1.1 to 1.3, 2.1 to 2.5, 3.1 to 3.4, 4.1 to 4.5, 5.1 to 5.3) • TAEDEL502A-Provide Advanced Facilitation Practice (1.1 to 1.4, 2.1 to 2.3, 3.1 to 3.2, 4.1 to 4.3, 5.1 to 5.3) • TAEASS501A-Provide Advanced Assessment Practice (1.1 to 1.2, 2.1 to 2.2, 3.1 to 3.2, 4.1 to 4.3) 	<ul style="list-style-type: none"> • Facilitation Practice <ul style="list-style-type: none"> ○ Teaching Practicum <ul style="list-style-type: none"> ▪ Facilitation ▪ Observations ▪ Assessment ▪ Professional Development activities • Reflective Practice <ul style="list-style-type: none"> ○ What is a reflection ○ Structure of a reflection entry ○ Reflective journal <ul style="list-style-type: none"> ▪ Structure ▪ Requirements • Peer Network <ul style="list-style-type: none"> ○ Setting up a peer network ○ Communication within a peer network • Standards of Performance <ul style="list-style-type: none"> ○ Appropriate professional techniques & legal requirements ○ Ethical practice ○ Inclusive practices • Personal Development Needs <ul style="list-style-type: none"> ○ Determining own needs ○ Input from peer ○ Preparing a VET currency Plan & Professional Development Plan 	<ul style="list-style-type: none"> • Teaching Practicum <ul style="list-style-type: none"> ○ The requirements of the task ○ How to complete the task ○ Give examples of log entries, facilitation, assessment, Prof Devel & observations • Facilitation Practice Activity Discussion groups Activities from notes: Introduction to VET • Conduct LLN assessment using the web site online 	
			Summary of the content of the workshop. Reminder:- requirements for the <ul style="list-style-type: none"> ○ next workshop <ul style="list-style-type: none"> ▪ read practicum log instruction ▪ add entry/s of facilitation to practicum log ○ assessment tasks to be started & continued <ul style="list-style-type: none"> • Value of Contributions towards the learning process by leading educator • Teaching Practicum (Approximately 5-10 mins).	

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Workshop 2 3/6/13 5-8pm Graham Dobb	TAEPDD501A, TAEDEL502A TAEASS501A	<ul style="list-style-type: none"> Discussion of pervious workshop <ul style="list-style-type: none"> Teaching Practicum Research readings 	Discussion of assessment items, class activities and peer networks from previous workshops and personal study commitments. The purpose of the review is to ensure that each participant working towards the completion of the required tasks (Approximately 10-15 mins).	<ul style="list-style-type: none"> Attendance rolls Course files Whiteboard <p>Access to NMIT data drive from class rooms and Student portal to download files.</p>
	<ul style="list-style-type: none"> TAEELN401A-Address adult language, literacy & numeracy skills (1.1 to 1.3, 2.1 to 2.2, 3.1 to 3.3) 	<ul style="list-style-type: none"> Workshop Details <ul style="list-style-type: none"> Discussion of Unit Clusters Cluster/Unit requirements Accessing course files Assessment requirements & due dates LLN <ul style="list-style-type: none"> What is LLN Components of the ACSF demands of training LLN levels in a qualification LLN levels in a unit of competency Delivery strategies to address LLN Specialist learning support 	<ul style="list-style-type: none"> LLN discussion groups LLN activity (1 to 3) from Resource Guide 	
		<ul style="list-style-type: none"> Workshop Summary 	Summary of the content of the workshop. Reminder:- requirements for the <ul style="list-style-type: none"> assessment tasks to be started & continued <ul style="list-style-type: none"> Teaching Practicum Research & Reading- Value of Contributions towards the learning process by leading educator, LLN & Leadership (Approximately 5-10 mins).	

Workshop Date/Time	Learning outcomes	Content (topic and material covered)	Learning activities / assessments	Materials (texts, handouts, PowerPoints...)
Workshop 3 22/7/13 5-8pm Jeff Prentice	TAE PDD501A, TAE DEL502A TAE ASS501A, TAE LLN401A	<ul style="list-style-type: none"> Discussion of pervious workshop <ul style="list-style-type: none"> Teaching Practicum LLN & Leadership Research readings 	Discussion of assessment items, class activities and peer networks from previous workshops and personal study commitments. The purpose of the review is to ensure that each participant working towards the completion of the required tasks (Approximately 10-15 mins).	<ul style="list-style-type: none"> Attendance rolls Course files Whiteboard Notebook & data projector Access to NMIT data drive from class rooms and Student portal to download files.
	<ul style="list-style-type: none"> PSPGOV511A-Provide Leadership (1.1 to 1.4, 2.1 to 2.5, 3.1 to 3.5, 4.1 to 4.6, 5.1 to 5.5)) 	<ul style="list-style-type: none"> Workshop Details <ul style="list-style-type: none"> Discussion of Unit Clusters Cluster/Unit requirements Accessing course files Assessment requirements & due dates Leadership <ul style="list-style-type: none"> Manager/Leader Organisation's vision & objectives Legislation, policy & procedures Group processes & dynamics Leadership in workgroups Co-operative work groups Performance feedback 	<ul style="list-style-type: none"> Leadership Activities (1 to 13) & group discussion, sees Leadership in the VET Sector notes <ul style="list-style-type: none"> Leadership profile Leadership in the workplace Workplace learning Sustainability in the workplace Leadership assessment tasks 	
		<ul style="list-style-type: none"> Workshop Summary 	Summary of the content of the workshop. Reminder:- requirements for the <ul style="list-style-type: none"> assessment tasks to be started & continued <ul style="list-style-type: none"> Teaching Practicum Research & Reading- Value of Contributions towards the learning process by leading educator, Learning in the VET sector LLN & Leadership (Approximately 5-10 mins).	

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Workshop 4 19/8/13 5-8pm Jeff Prentice	TAEPDD501A, TAEDEL502A TAEASS501A, PSPGOV511A TAEELN401A	<ul style="list-style-type: none"> Discussion of pervious workshop <ul style="list-style-type: none"> LLN & Leadership Teaching Practicum Research readings 	Discussion of assessment items, class activities and peer networks from previous workshops and personal study commitments. The purpose of the review is to ensure that each participant working towards the completion of the required tasks (Approximately 10-15 mins).	<ul style="list-style-type: none"> Attendance rolls Course files Whiteboard
	<ul style="list-style-type: none"> TAETAS501B-Undertake organisational training needs analysis (1.1 to 1.5, 2.1 to 2.4, 3.1 to 3.4) 	<ul style="list-style-type: none"> Workshop Details <ul style="list-style-type: none"> Discussion of Unit Clusters Cluster/Unit requirements Accessing course files Assessment requirements & due dates TNA <ul style="list-style-type: none"> Organisation's needs Communication & interpersonal skills Negotiation & facilitation skills How to conduct TNA Research skills Analyse data & presenting information Risk & management strategies Training & development strategies Providing advice 	<ul style="list-style-type: none"> Discussion & workgroups Activities from Resource Guide Conducting a TNA 	Access to NMIT data drive from class rooms and Student portal to download files.
		<ul style="list-style-type: none"> Workshop Summary 	Summary of the content of the workshop. Reminder:- requirements for the <ul style="list-style-type: none"> assessment tasks to be started & continued <ul style="list-style-type: none"> Teaching Practicum Research & Reading- Value of Contributions towards the learning process by leading educator, LLN & Leadership TNA (Approximately 5-10 mins).	

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Workshop 5 9/9/13 5-8pm Graham Dobb	TAEPPDD501A, TAEDEL502A TAEASS501A, PSPGOV511A, TAEELN401A, TAE TAS501B	<ul style="list-style-type: none"> Discussion of pervious workshop <ul style="list-style-type: none"> TNA LLN & Leadership Teaching Practicum 	Discussion of assessment items, class activities and peer networks from previous workshops and personal study commitments. The purpose of the review is to ensure that each participant working towards the completion of the required tasks (Approximately 10-15 mins).	<ul style="list-style-type: none"> Attendance rolls Course files Whiteboard Access to NMIT data drive from class rooms and Student portal to download files.
	<ul style="list-style-type: none"> TAEDES501A: Design and Develop Learning Strategies (1.1 to 1.3, 2.1 to 2.7, 3.1 to 3.5, 4.1 to 4.4) TAEDES502A: Design and Develop Learning Resources (1.1 to 1.5) TAEASS502B: Design and Develop Assessment Tools (1.1 to 1.4) TAEDES505A: Evaluate a Training Program (1.1 to 1.5) 	<ul style="list-style-type: none"> Workshop Details <ul style="list-style-type: none"> Discussion of Unit Clusters Cluster/Unit requirements Accessing course files Assessment requirements & due dates Learning Strategies <ul style="list-style-type: none"> National Skills Standard council Training Packages Qualification or/and benchmarking Parameters of learning Learning Strategies 	<ul style="list-style-type: none"> Discussion and workgroups Activities from Resource Guide Designing learning strategies 	
		Workshop Summary	Summary of the content of the workshop. Reminder:- requirements for the <ul style="list-style-type: none"> assessment tasks to be started & continued <ul style="list-style-type: none"> Teaching Practicum Research & Reading LLN & Leadership TNA Learning Strategies (Approximately 5-10 mins).	

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Workshop 6 14/10/13 5-8pm Jeff Prentice	TAEPDD501A, TAEDEL502A TAEASS501A, PSPGOV511A, TAEELN401A, TAETAS501B TAEDES501A	<ul style="list-style-type: none"> Discussion of pervious workshop <ul style="list-style-type: none"> TNA LLN & Leadership Teaching Practicum Learning strategies 	Discussion of assessment items, class activities and peer networks from previous workshops and personal study commitments. The purpose of the review is to ensure that each participant working towards the completion of the required tasks (Approximately 10-15 mins).	<ul style="list-style-type: none"> Attendance rolls Course files Whiteboard Access to NMIT data drive from class rooms and Student portal to download files.
	<ul style="list-style-type: none"> TAEDES501A: Design and Develop Learning Strategies (1.1 to 1.3, 2.1 to 2.7, 3.1 to 3.5, 4.1 to 4.4) TAEDES502A: Design and Develop Learning Resources (1.1 to 1.5, 2.1 to 2.3, 3.1 to 3.4, 4.1 to 4.4, 5.1 to 5.3) TAEASS502B: Design and Develop Assessment Tools (1.1 to 1.4) TAEDES505A: Evaluate a Training Program (1.1 to 1.5) 	<ul style="list-style-type: none"> Workshop Details <ul style="list-style-type: none"> Accessing course files Assessment requirements & due dates Learning Resources <ul style="list-style-type: none"> Designing Learning Programs Inclusive Learning Culture Delivery and assessment strategies Reflection in the learning environment 	<ul style="list-style-type: none"> Discussion and workgroups Activities from Resource Guide Designing learning resources 	
		Workshop Summary	Summary of the content of the workshop. Reminder:- requirements for the <ul style="list-style-type: none"> bring a learning resource for validation to next workshop assessment tasks to be started & continued <ul style="list-style-type: none"> Teaching Practicum Research & Reading LLN & Leadership TNA Learning Strategies & Resources (Approximately 5-10 mins).	

Date/Time	Learning outcomes	Content (topic and material covered)	Learning activities / assessments	Materials
Workshop 7 9/11/13 10am – 4pm Graham Dobb	TAEPDD501A, TAEDEL502A TAEASS501A, PSPGOV511A, TAELLN401A, TAETAS501B TAEDES501A, TAEDES502A	<ul style="list-style-type: none"> Discussion of pervious workshop <ul style="list-style-type: none"> TNA LLN & Leadership Teaching Practicum Learning strategies & resources 	Discussion of assessment items, class activities and peer networks from previous workshops and personal study commitments. The purpose of the review is to ensure that each participant working towards the completion of the required tasks (Approximately 10-15 mins).	<ul style="list-style-type: none"> Attendance rolls Course files Whiteboard
	<ul style="list-style-type: none"> TAEDES501A: Design and Develop Learning Strategies (1.1 to 1.3, 2.1 to 2.7, 3.1 to 3.5, 4.1 to 4.4 TAEDES502A: Design and Develop Learning Resources (1.1 to 1.5, 2.1 to 2.3, 3.1 to 3.4, 4.1 to 4.4, 5.1 to 5.3) TAEASS502B: Design and Develop Assessment Tools (1.1 to 1.4, 2.1 to 2.4, 3.1 to 3.3, 4.1 to 4.5) TAEDES505A: Evaluate a Training Program (1.1 to 1.5) 	<ul style="list-style-type: none"> Workshop Details <ul style="list-style-type: none"> Accessing course files Assessment requirements & due dates Assessment Tools <ul style="list-style-type: none"> Focus of assessment tools Designing assessment tools Development of assessment tools Trial & review assessment tools 	<ul style="list-style-type: none"> Discussion and workgroups Designing assessment tools from Resource Guide Validation meeting 	Access to NMIT data drive from class rooms and Student portal to download files.
		Workshop Summary	Summary of the content of the workshop. Reminder:- requirements for the <ul style="list-style-type: none"> assessment tasks to be started & continued <ul style="list-style-type: none"> Teaching Practicum Research & Reading LLN & Leadership TNA Learning Strategies & Resources Assessment tools (Approximately 5-10 mins).	

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Workshop 8 11/11/13 5-8pm Jeff Prentice	TAE PDD501A, TAE DEL502A TAE ASS501A, PSP GOV511A, TAE LLN401A, TAE TAS501B, TAE DES501A, TAE DES502A, TAE ASS502B	<ul style="list-style-type: none"> Discussion of pervious workshop <ul style="list-style-type: none"> TNA LLN & Leadership Teaching Practicum Learning strategies & resources Assessment tools 	<p>Discussion of assessment items, class activities and peer networks from previous workshops and personal study commitments. The purpose of the review is to ensure that each participant working towards the completion of the required tasks (Approximately 10-15 mins).</p> <p>ALL ASSESSMENT TASK DUE 21 DAYS ON OR BEFORE END OF COURSE DATE</p>	<ul style="list-style-type: none"> Attendance rolls Course files Whiteboard <p>Access to NMIT data drive from class rooms and Student portal to download files.</p>
	<ul style="list-style-type: none"> TAEDES501A: Design and Develop Learning Strategies (1.1 to 1.3, 2.1 to 2.7, 3.1 to 3.5, 4.1 to 4.4) TAEDES502A: Design and Develop Learning Resources (1.1 to 1.5, 2.1 to 2.3, 3.1 to 3.4, 4.1 to 4.4, 5.1 to 5.3) TAEASS502B: Design and Develop Assessment Tools (1.1 to 1.4, 2.1 to 2.4, 3.1 to 3.3, 4.1 to 4.5) TAEDES505A: Evaluate a Training Program (1.1 to 1.5, 2.1 to 2.6, 3.1 to 3.5, 4.1 to 4.4) 	<ul style="list-style-type: none"> Workshop Details <ul style="list-style-type: none"> Accessing course files Assessment requirements & due dates Evaluation of a Training program <ul style="list-style-type: none"> Plan & prepare for evaluation Evaluation data Analyse data Reporting data & findings 	<ul style="list-style-type: none"> Discussion and workgroups Evaluation of a training program from Resource Guide 	
		Workshop Summary	<p>Summary of the content of the workshop.</p> <p>Reminder:- requirements for the</p> <ul style="list-style-type: none"> assessment tasks to be started & continued <ul style="list-style-type: none"> Teaching Practicum Research & Reading LLN & Leadership TNA Learning Strategies & Resources Assessment tools & evaluation of a training program <p>(Approximately 5-10 mins).</p> <p>ALL ASSESSMENT TASK DUE 21 DAYS ON OR BEFORE END OF COURSE DATE</p>	

Date/Time	Learning outcomes	Content (topic and material covered)	Learning activities / assessments	Materials
Workshop 9 25/11/13 5-8pm Graham Dobb	TAEPDD501A, TAEDEL502A, TAEASS501A, PSPGOV511A, TAELLN401A, TAETASS01B, TAEDES501A, TAEDES502A, TAEASS502B, TAEDES505A	<ul style="list-style-type: none"> Discussion of pervious workshop <ul style="list-style-type: none"> TNA LLN & Leadership Teaching Practicum Learning strategies & resources Assessment tools & evaluation of a training program 	<p>Discussion of assessment items, class activities and peer networks from previous workshops and personal study commitments. The purpose of the review is to ensure that each participant working towards the completion of the required tasks (Approximately 10-15 mins).</p> <p>ALL ASSESSMENT TASK DUE 21 DAYS ON OR BEFORE END OF COURSE DATE</p>	<ul style="list-style-type: none"> Attendance rolls Course files Whiteboard
	TAEDES501A: Design and Develop Learning Strategies (1.1 to 1.3, 2.1 to 2.7, 3.1 to 3.5, 4.1 to 4.4 TAEDES502A: Design and Develop Learning Resources (1.1 to 1.5, 2.1 to 2.3, 3.1 to 3.4, 4.1 to 4.4, 5.1 to 5.3) TAEASS502B: Design and Develop Assessment Tools (1.1 to 1.4, 2.1 to 2.4, 3.1 to 3.3, 4.1 to 4.5) TAEDES505A: Evaluate a Training Program (1.1 to 1.5, 2.1 to 2.6, 3.1 to 3.5, 4.1 to 4.4)	<ul style="list-style-type: none"> Workshop Details <ul style="list-style-type: none"> Accessing course files Assessment due dates 	<ul style="list-style-type: none"> Discussion and workgroups Learning Strategies Learning Resources Assessment Tools Evaluation of a Training program 	Access to NMIT data drive from class rooms and Student portal to download files.
		Workshop Summary	<p>Summary of the content of the workshop. Reminder:- requirements for the</p> <ul style="list-style-type: none"> assessment tasks to be started & continued <ul style="list-style-type: none"> Teaching Practicum Research & Reading LLN & Leadership TNA Learning Strategies & Resources Assessment tools & evaluation of a training program <p>(Approximately 5-10 mins). ALL ASSESSMENT TASK DUE 21 DAYS ON OR BEFORE END OF COURSE DATE</p>	

Date/Time	Learning outcomes	Content (topic and material covered)	Learning activities / assessments	Materials
Workshop 10 9/12/13 5-8pm Graham Dobb Jeff Prentice	TAEPDD501A, TAEDEL502A, TAEASS501A, PSPGOV511A, TAEELN401A, TAETAS501B, TAEDES501A, TAEDES502A, TAEASS502B, TAEDES505A	<ul style="list-style-type: none"> Discussion of pervious workshop <ul style="list-style-type: none"> TNA LLN & Leadership Teaching Practicum Learning strategies & resources Assessment tools & evaluation of a training program 	Discussion of assessment items, class activities and peer networks from previous workshops and personal study commitments. The purpose of the review is to ensure that each participant working towards the completion of the required tasks (Approximately 10-15 mins). ALL ASSESSMENT TASK DUE 21 DAYS ON OR BEFORE END OF COURSE DATE	<ul style="list-style-type: none"> Attendance rolls Course files Whiteboard Access to NMIT data drive from class rooms and Student portal to download files.
	TAEDES501A: Design and Develop Learning Strategies (1.1 to 1.3, 2.1 to 2.7, 3.1 to 3.5, 4.1 to 4.4 TAEDES502A: Design and Develop Learning Resources (1.1 to 1.5, 2.1 to 2.3, 3.1 to 3.4, 4.1 to 4.4, 5.1 to 5.3) TAEASS502B: Design and Develop Assessment Tools (1.1 to 1.4, 2.1 to 2.4, 3.1 to 3.3, 4.1 to 4.5) TAEDES505A: Evaluate a Training Program (1.1 to 1.5, 2.1 to 2.6, 3.1 to 3.5, 4.1 to 4.4)	<ul style="list-style-type: none"> Workshop Details <ul style="list-style-type: none"> Accessing course files Assessment due dates 	Summary of the content <ul style="list-style-type: none"> Teaching Practicum Research & Reading LLN & Leadership TNA Learning Strategies & Resources Assessment tools & evaluation of a training program 	
		Workshop Summary	Summary of the content of the workshop. Reminder:- requirements for the <ul style="list-style-type: none"> assessment tasks to be started & continued <ul style="list-style-type: none"> Teaching Practicum Research & Reading LLN & Leadership TNA Learning Strategies & Resources Assessment tools & evaluation of a training program (Approximately 5-10 mins). ALL ASSESSMENT TASK DUE 21 DAYS ON OR BEFORE END OF COURSE DATE	