

TAEDEL402

Plan organise and facilitate learning in the workplace

Table of Contents (Extract)

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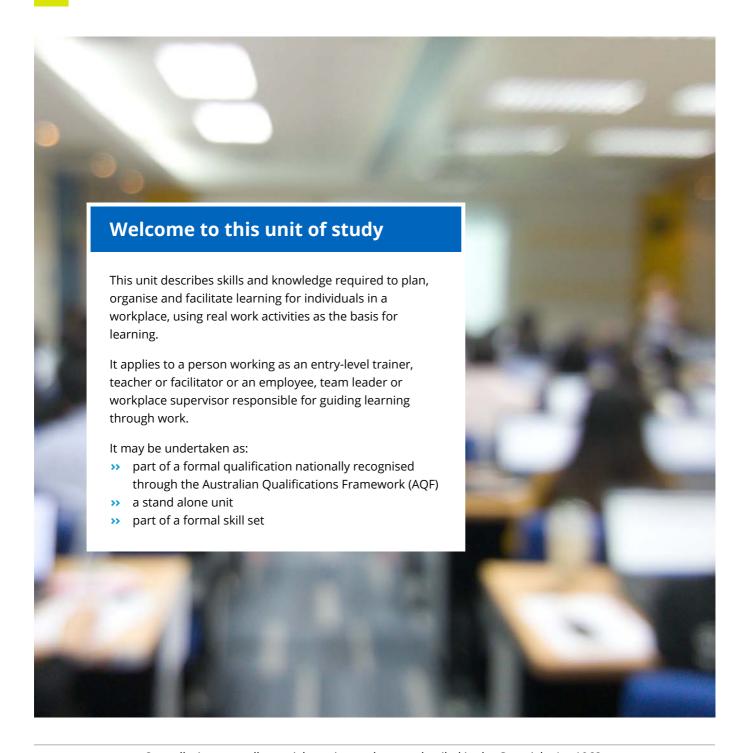
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Trainer/assessor guide

TAEDEL402

Plan, organise and facilitate learning in the workplace



Contents

About this trainer/assessor guide	4
earning resource	5
Topic 1: Establish effective work environment for learning	5
Objectives and scope of work-based learning	5
Analysing work practices and routines	14
Health and safety implications	18
Check your understanding	21
Topic 2: Develop a work-based learning pathway	23
Arranging for the integration of learning activities	23
Obtaining agreement to implement the learning pathway	27
Check your understanding	29
Topic 3: Establish the learning-facilitation relationship	31
The context for learning and learning style	31
Selecting an appropriate technique to facilitate learning	43
Developing an individualised learning plan	55
Supervisory arrangements	57
Check your understanding	61
Topic 4: Implement the work-based learning pathway	63
Sequencing tasks, activities and processes	63
Encouraging learner to take responsibility for learning	66
Transfer of skills and knowledge	68
Check your understanding	73
Topic 5: Maintain and develop the learning-facilitation relationship	75
Preparing for each session	75
Structuring learning activities	81
Observing learner cues	86
Ethical behaviour	90
Monitoring the learning and facilitation relationship	93
Check your understanding	97
Topic 6: Close and evaluate the learning-facilitation relationship	99
A smooth closure	99
Seeking feedback from the learner	102
Evaluating the effectiveness of work-based pathways	105
Check your understanding	109
References	111
Assessment workbook	113
Unit information	115
What is competency-based assessment?	116
How will my competency be assessed?	117
Assessment agreement	118
Foundation skills checklist	119

Skills recognition	120
Topic 1: Establish effective work environment for learning	121
Topic 2: Develop a work-based learning pathway	122
Topic 3: Establish the learning- facilitation relationship	123
Topic 4: Implement the work-based learning pathway	124
Topic 5: Maintain and develop the learning- facilitation relationship	125
Topic 6: Close and evaluate the learning- facilitation relationship	126
Knowledge questions	127
Topic 1: Establish effective work environment for learning	128
Topic 2: Develop a work-based learning pathway	132
Topic 3: Establish the learning- facilitation relationship	135
Topic 4: Implement the work-based learning pathway	141
Topic 5: Maintain and develop the learning- facilitation relationship	145
Topic 6: Close and evaluate the learning- facilitation relationship	150
Topic 7: Specific knowledge evidence	155
Performance tasks	157
Third party evidence collection agreement	158
Topic 1: Establish effective work environment for learning	159
Topic 2: Develop a work-based learning pathway	160
Topic 3: Establish the learning- facilitation relationship	161
Topic 4: Implement the work-based learning pathway	162
Topic 5: Maintain and develop the learning- facilitation relationship	163
Topic 6: Close and evaluate the learning- facilitation relationship	164
Completion record	166
Unit mapping	167
Trainer/ assessor user instructions	170



About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- >> Establish effective work environment for learning
- >> Develop a work-based learning pathway
- >> Establish the learning-facilitation relationship
- >> Implement the work-based learning pathway
- >> Maintain and develop the learning-facilitation relationship
- >> Close and evaluate the learning-facilitation relationship

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- >> a set of true or false questions
- >> a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- >> information on competency-based assessment
- instructions on how you will be assessed
- >> assessment tools to assess your competence
- >> instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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