

TAEPPDD501

Maintain and enhance professional practice

TAE50116 Diploma of Vocational Education and Training

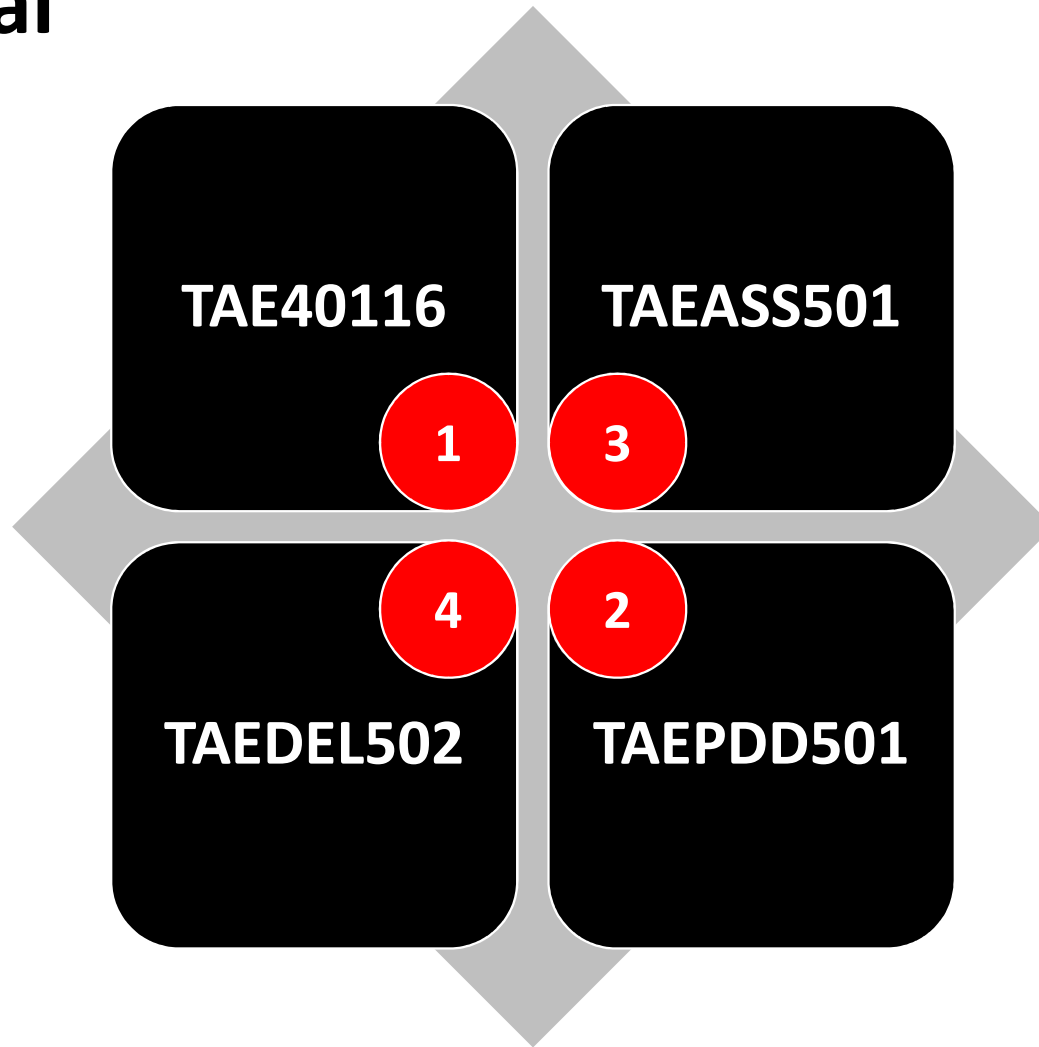
Week 1, 2019

Today's agenda



- Introduction to TAE50116 program
- Introduction to TAEPDD501 unit
 - Professional development cycle
 - Professional development needs

Professional practice



Overview of resources



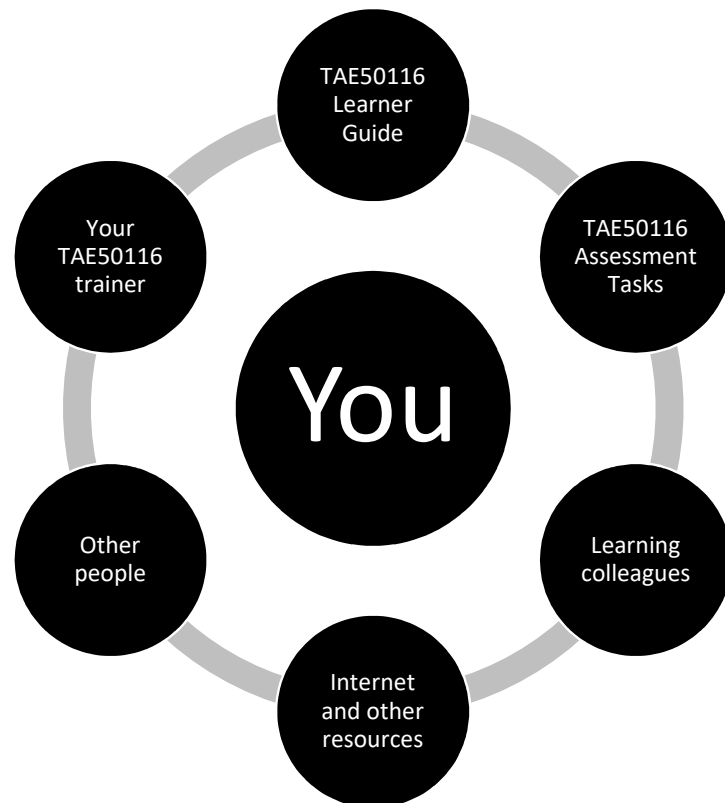
- Learning Guide
- Assessment Tasks Workbook
- PowerPoint slides handout

Overview assessments process



- Check before you submit
- Submit as a PDF file
- Submit within **two weeks** after the last training session covering the unit
- Result and feedback provided
- Two attempts
- Appeals and requests for an extension of time

The effective TAE50116 learner



- Time
- Motivation
- Responsibility
- Perseverance
- 'Can do' attitude
- Sense of humour (optional)

African proverb



If you want to go fast,
go alone.

If you want to go far,
go together.



TAEPDD501 Foundation skill



Interact with others

Collaborates, provides feedback and shares knowledge, and experience, with others to confirm understanding and to develop improved skills, knowledge and practice

Bruce Tuckman



- American academic
- Born 1938, died 2016
- Known for his theory of group dynamics (stages of group development)

Stages of group development



Forming



Image attribution: Peter R. Scholtes, *The Team Handbook*, 1992

Version March 2019

Stages of group development



Storming



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Norming



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Stages of group development



Performing

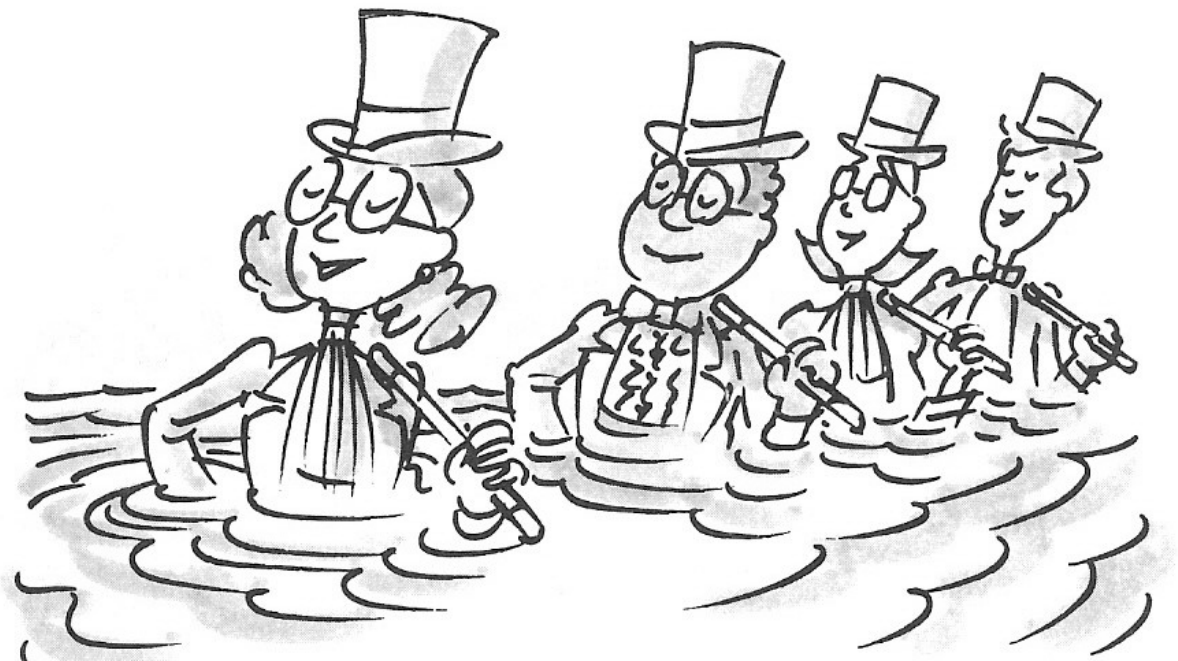
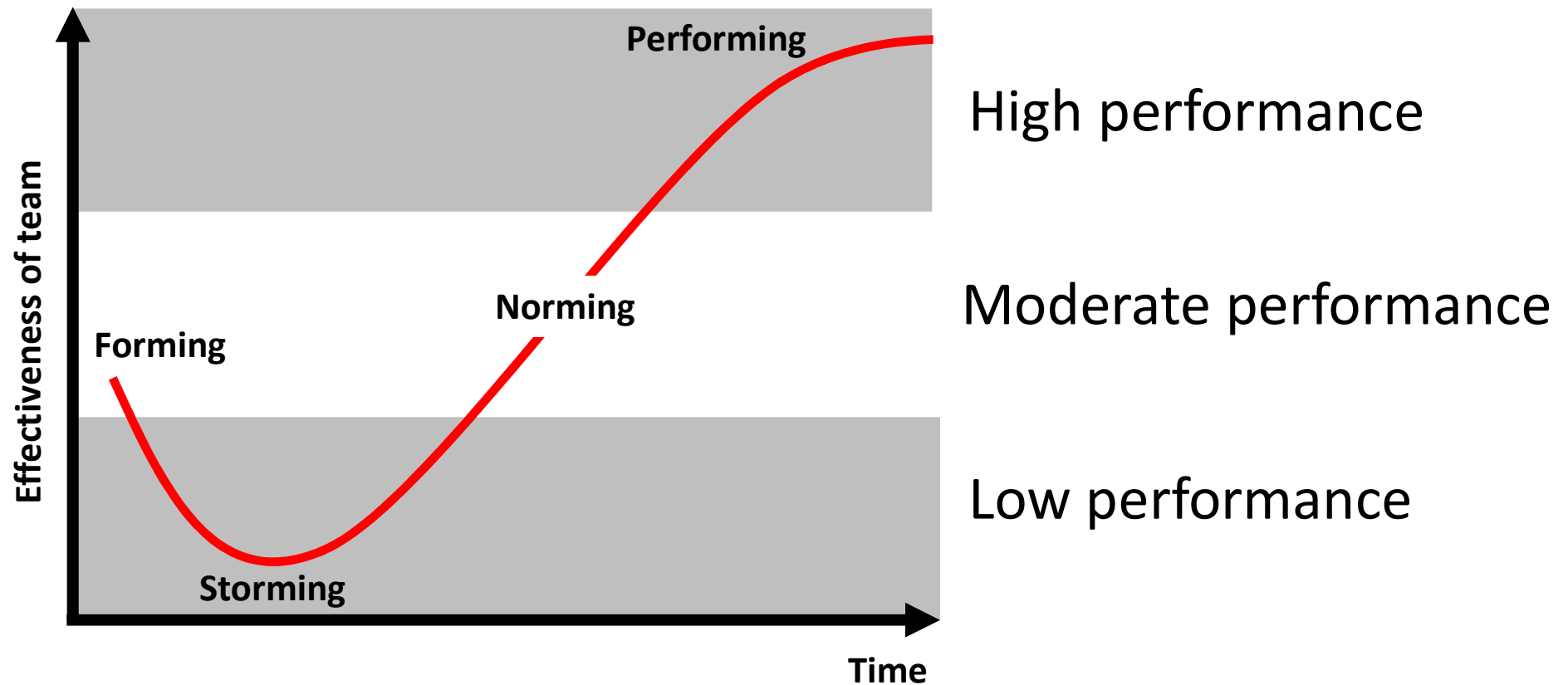


Image attribution: Peter R. Scholtes, *The Team Handbook*, 1992

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Team effectiveness



People skills



Use communication skills



Ask questions



Listen and respond



Resolve conflict

Manage relationships



Have empathy



Show respect



Be inclusive

In summary



- **Introduction to the TAE50116 program**
 - Program schedule
 - Three units of professional practice
- **Working together**
 - Communication skills
 - Manage relationships
 - Resolve conflict

Professional development cycle

Mapping to TAEPPDD501 Maintain and enhance professional practice

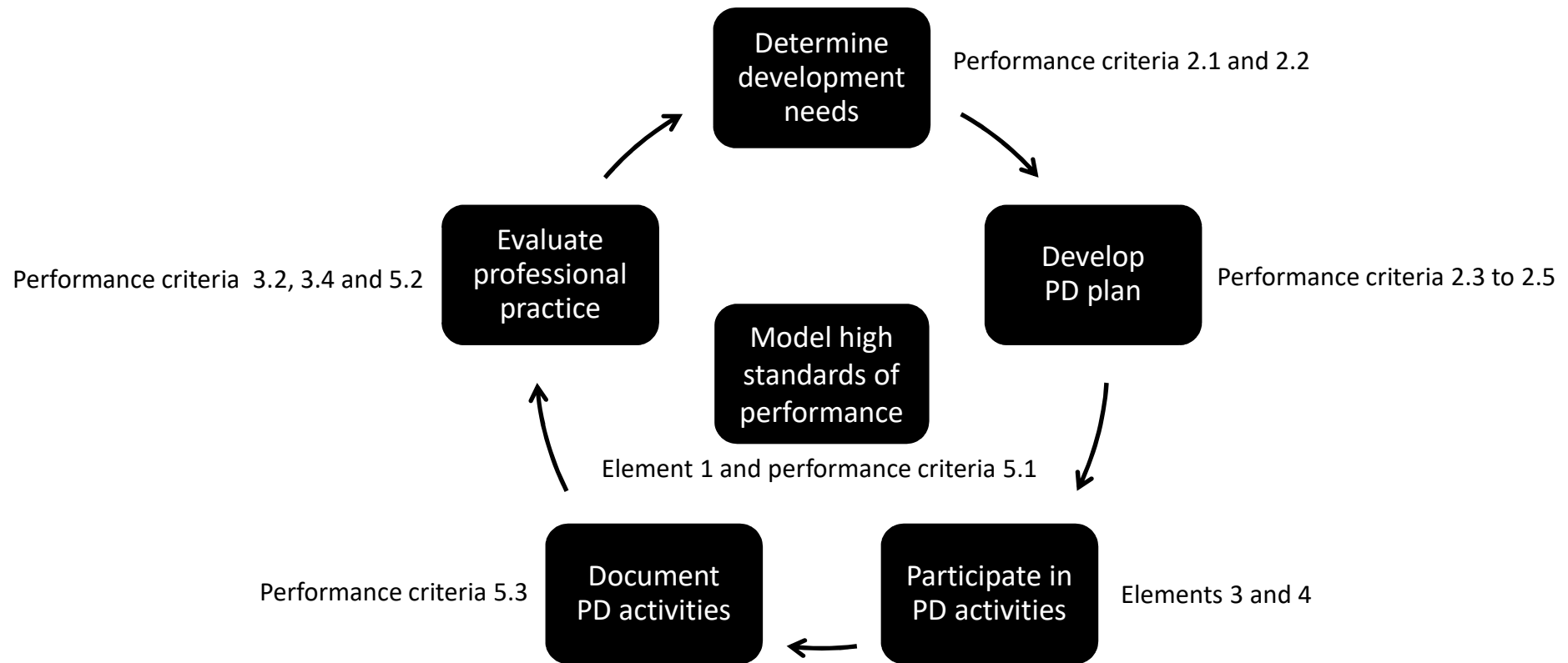


Image: On Target Work Skills © 2019

Professional development cycle

Mapping to TAEPPDD501 Maintain and enhance professional practice



Professional development cycle	TAEPPDD501 Elements and performance criteria
Model high standards of performance	Element 1 and performance criteria 5.1
Determine development needs	Performance criteria 2.1 and 2.2
Develop PD plan	Performance criteria 2.3 to 2.5
Participate in PD activities	Elements 3 and 4
Document PD activities	Performance criteria 5.3
Evaluate professional practice	Performance criteria 3.2, 3.4 and 5.2

Professional development cycle

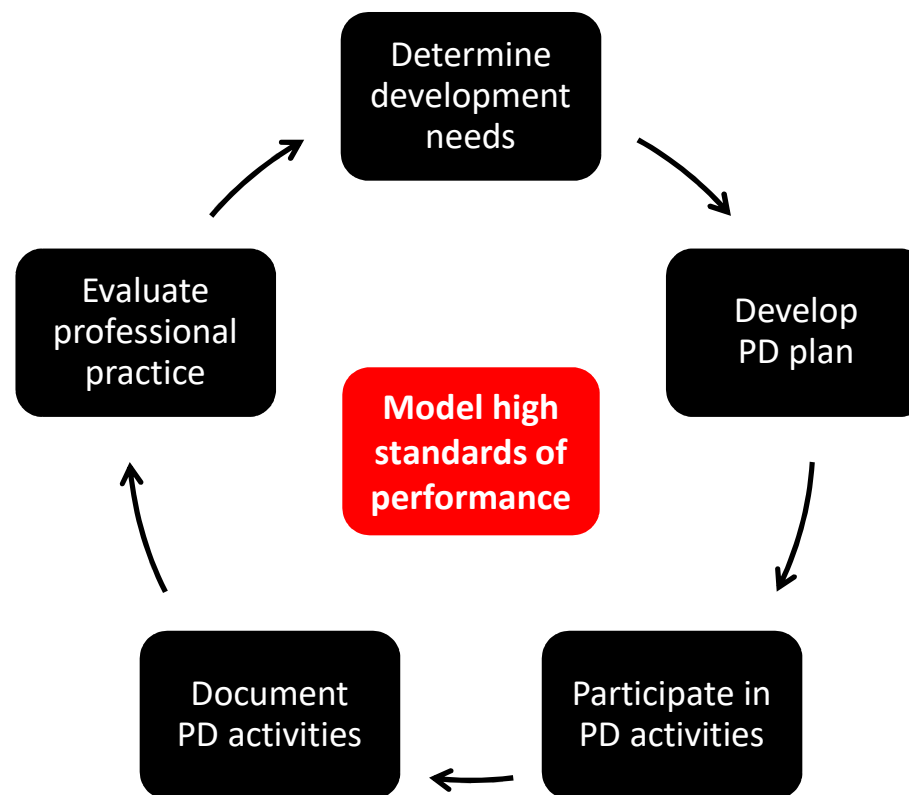
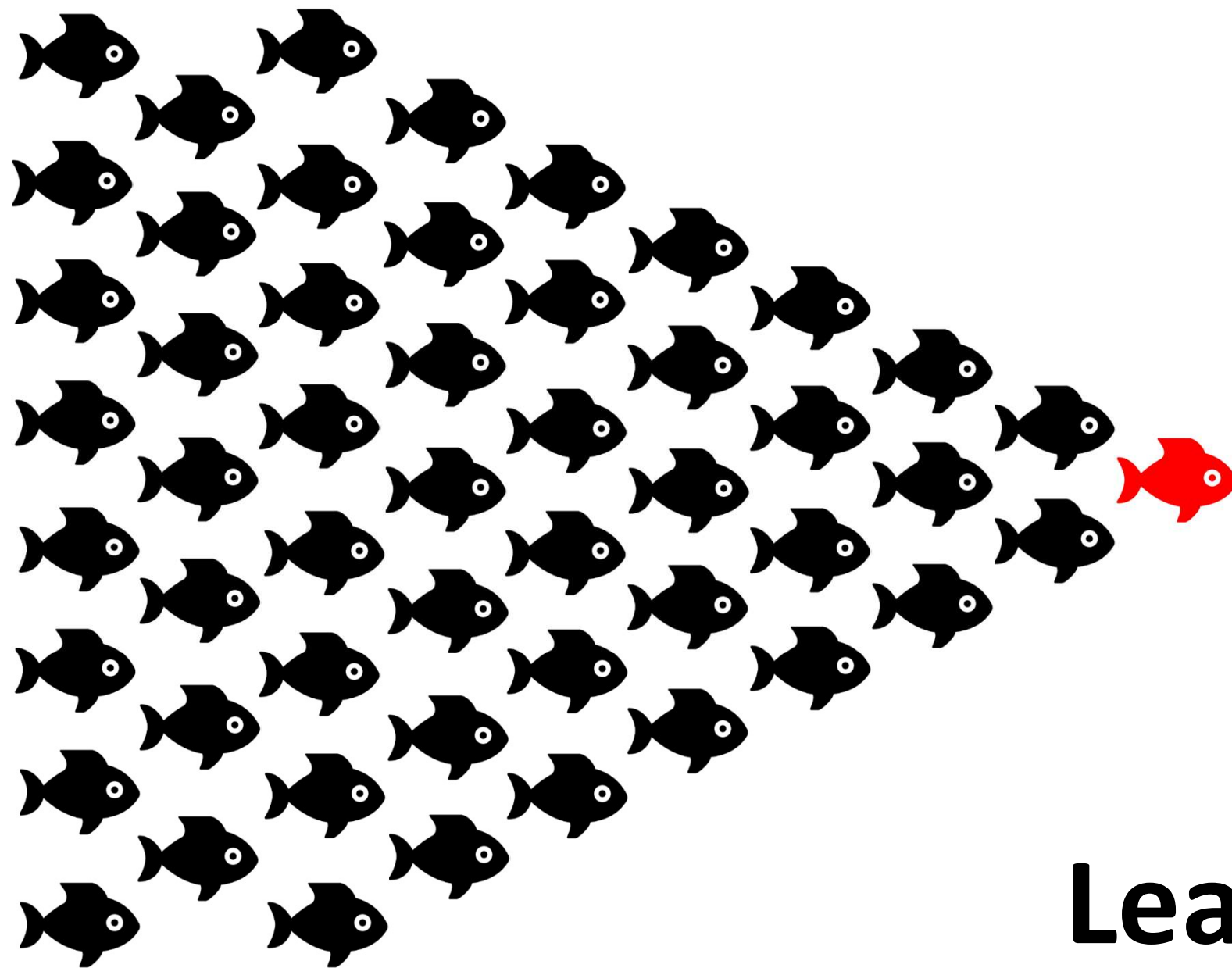


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TAEPPDD501 Element 1



Element and performance criteria	
1	Model high standards of performance
1.1	Incorporate individual responsibilities and accountabilities into <i>personal work plans</i> in accordance with organisational and legal requirements
1.2	Model appropriate <i>professional techniques and strategies</i>
1.3	Apply <i>ethical and inclusive practices</i> in professional practice



Leadership

Professional development cycle

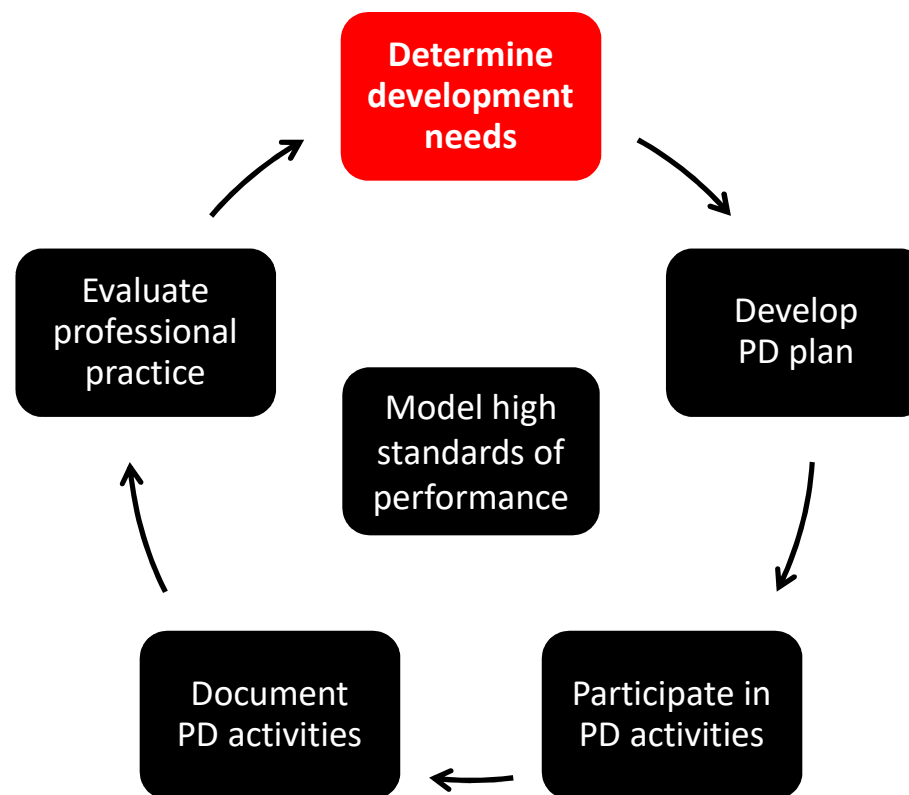
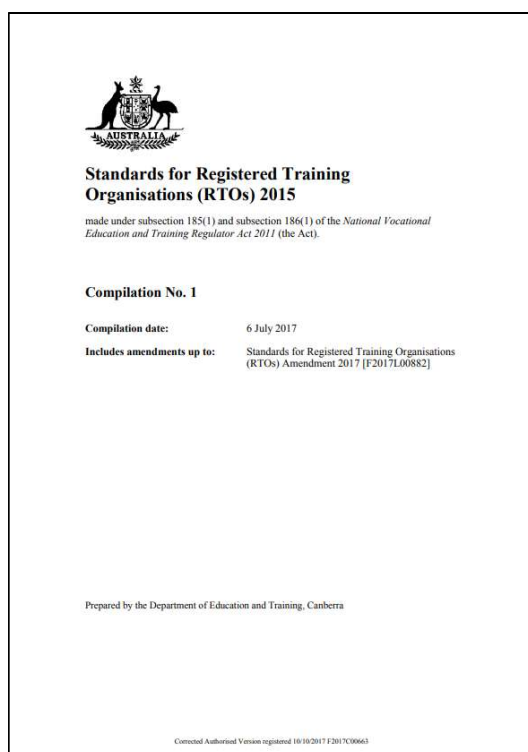


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Standards for RTOs 2015



Clause 1.16

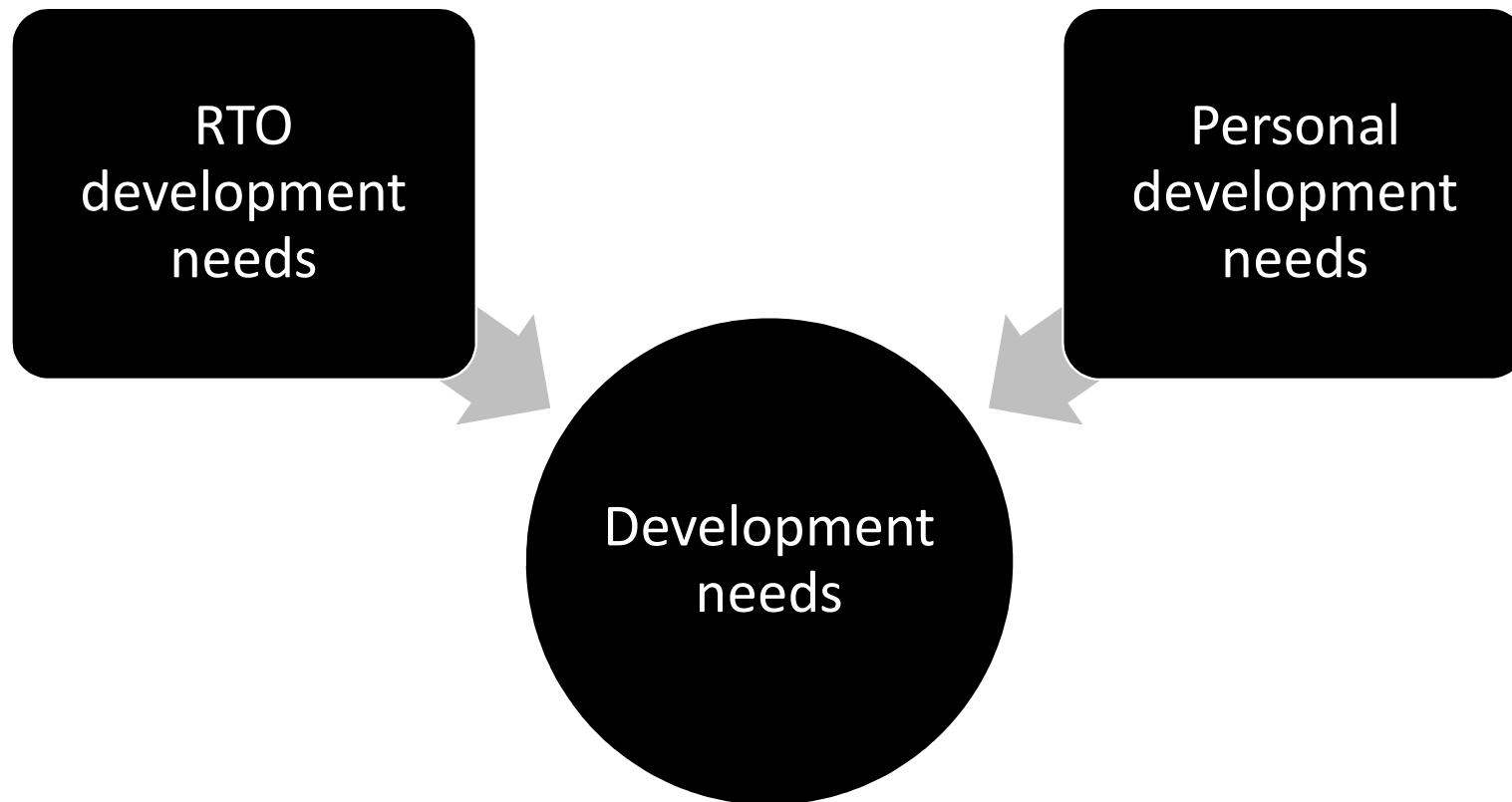
The RTO ensures that all trainers and assessors undertake professional development in the fields of the knowledge and practice of vocational training, learning and assessment including competency based training and assessment.

Clause 1.13

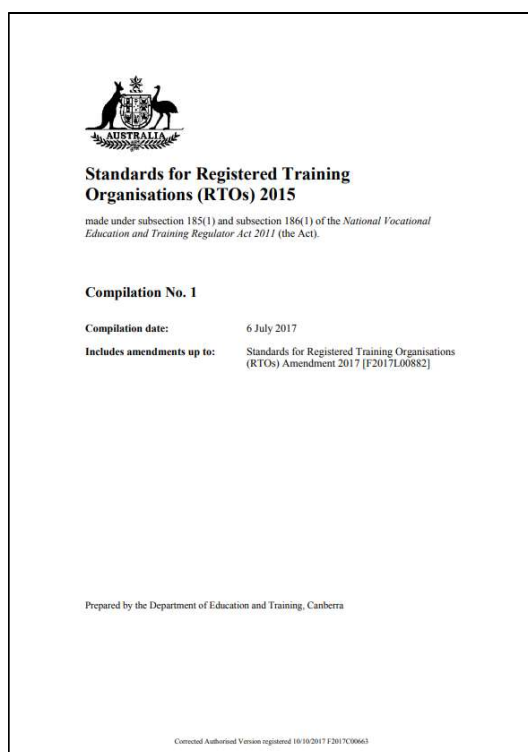
In addition to the requirements specified in Clause 1.14 and Clause 1.15, the RTO's training and assessment is delivered only by persons who have:

- a) vocational competencies at least to the level being delivered and assessed;
- b) current industry skills directly relevant to the training and assessment being provided; and
- c) current knowledge and skills in vocational training and learning that informs their training and assessment.

Two purposes of development needs



Standards for RTOs 2015



Clause 1.16

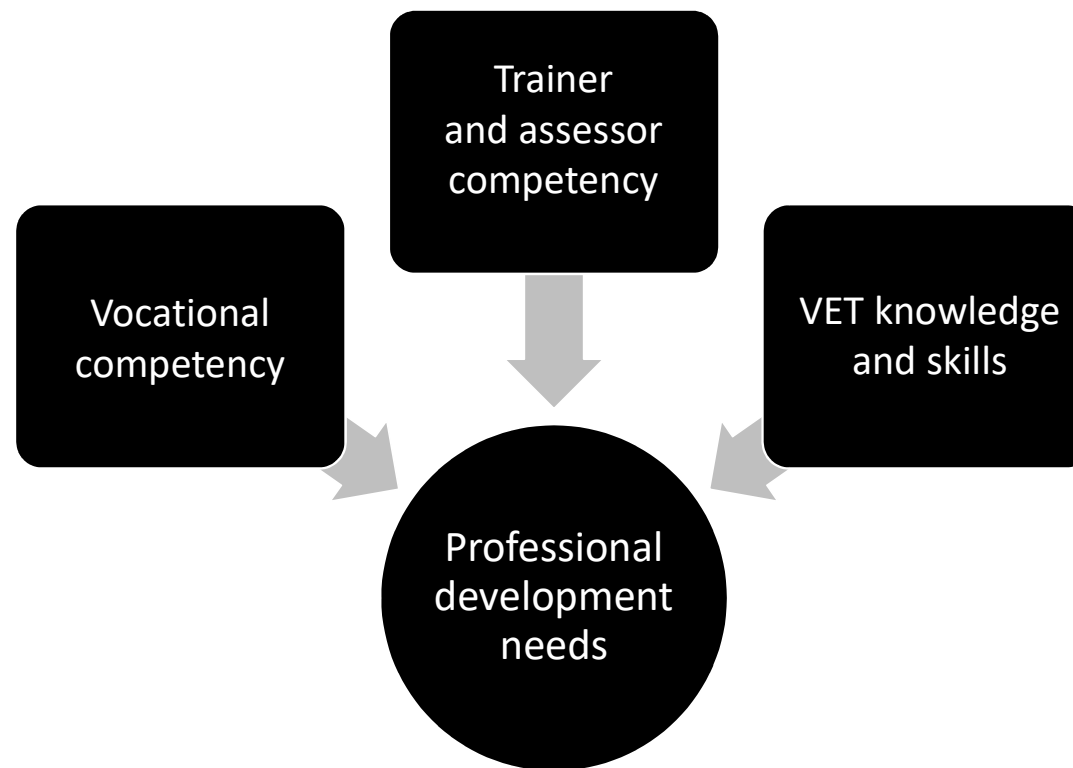
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- b) current industry skills directly relevant to the training and assessment being provided; and
- c) current knowledge and skills in vocational training and learning that informs their training and assessment.

What are the three areas of professional development needs?



In summary



- Professional development cycle
- Leadership: Model high standards of performance
- Two types of development needs
 - Development needs specified by your RTO
 - Personal development needs
- Three areas of professional development
 - Vocational competency
 - Trainer and assessor competency
 - VET knowledge and skills

TAEPPDD501 Assessment tasks



Assessment	Assessment title	Deliverable
Task 1, Part A	Application of social learning theory	Report (Word document)
Task 1, Part B	Johari Window	Analysis (Word document)
Task 1, Part C	Revan's action learning	Presentation, PowerPoint slides, Action plan
Task 2, Part A	Personal Work Plan	Plan (Word document)
Task 2, Part B	Inclusive and ethical practices	Presentation, PowerPoint slides, Q&A (Word document)
Task 3	Development needs and priorities	Development needs data (self, peer, manager)
Task 4	Professional development plan	2 years of PD history, PD plan (Word document)
Task 5	Professional practice	Evidence (observing, being observed, assessment validation)
Task 6	Critical incidents	Report (Word document)
Task 7	Using technology	Report (Word document)
Practicum	Practicum Log Book	Practicum Log Book

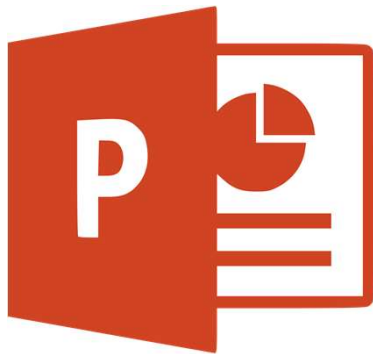


Microsoft Word skills



- Style guide
 - Text and bullet points
 - Tables (adjust column width, merge cells, shading, etc)
 - Document format and layout
- Headings and sub-headings
- Footers and headers
- Automatic page numbering

Microsoft PowerPoint skills



- Use a standard template
- Use key points
- Use SmartArt graphics and images
 - Select appropriate SmartArt graphic for the information type (list, process, cycle, etc.)
 - Use copyright-free images
 - Don't decorate
- Keep it simple

VET Practitioner Capability Framework

Search conducted 13 March 2019



Google

vet practitioner capability framework

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[PDF]
The VET Practitioner Capability Framework - Department of Training ...
<https://www.dtwd.wa.gov.au/.../vet-capability-framework-implementation-guide.pdf> ▼
The VET Practitioner Capability Framework. Implementation Guide. 4. These materials were developed by Innovation & Business Skills Australia in association ...

VET Capability Framework resources no longer available - IBSA ...
<https://www.ibsa.org.au/vet-capability-framework-resources-no-longer-available/> ▼
January 18, 2017. IBSA is no longer able to provide resources relating to the VET Capability Framework. To access the VET Capability Framework files (user ...

VET Practitioner Capability Framework | VOCEDplus, the international ...
<https://www.voced.edu.au/content/ngv%3A59802> ▼
The VET Practitioner Capability Framework has been developed by Innovation and Business Skills Australia (IBSA) in association with the Commonwealth ...

Using technology to enhance professional practice

- Websites
- Social networking
- Newsletters
 - ASQA
 - Skills@Work
 - Relevant SSO
 - TDA
 - ACPET
 - NCVER



TAEPDD501 Planned agenda



Time	Week 1	Week 2	Week 3
5:30	Introduction to TAE50116 Program	Professional development cycle <ul style="list-style-type: none"> • Determine development needs • Develop PD plan 	Assessment Task 1, Part C (small group presentations)
6:30	Break	Break	Break
6:45	Introduction to TAEPDD501 Unit <ul style="list-style-type: none"> • Professional development cycle • Model high standards of performance • Determine development needs 	Professional development cycle <ul style="list-style-type: none"> • Participate in PD activities • Document PD activities • Evaluate professional practice 	Assessment Task 2, Part B (small group presentations)
7:45	Break	Break	Break
8:00	Clarify TAE50116 Assessment tasks	TAEPDD501 Foundation skills	Clarify TAE50116 Assessment tasks
8:30	Week 1 conclusion	Week 2 conclusion	Week 3 conclusion

Before next week



- Read:
 - TAEPPDD501 Learning Guide
 - TAEPPDD501 Assessment Task Workbook
 - Practicum Log Book
- Complete TAEPPDD501 Assessment Task 1, Parts A and B
- Research:
 - Revan's action learning (for Assessment Task 1, Part C)
 - Inclusive and ethical practices in VET (for Assessment Task 2, Part B)
- Bring a paper copy of your current PD plan



Final question

What has been the one most important thing you have learnt today?



Alan Maguire