TAEPDD501
Maintain and enhance professional practice

TAE50116 Diploma of Vocational Education and Training

Week 3, 2019

Version March 2019

Today's agenda

- Presentations
  - Assessment Task 1, Part C
  - Assessment Task 2, Part B
- Clarify TAEPDD501 assessment requirements
- Introduce the TAEASS501 unit
  - Assessment systems and processes
  - TAEASS501 assessment requirements

In summary

- Leadership: model high standards of performance

- Compliance with the Standards for RTOs

- Professional development cycle

  - Determine development needs

  - Develop PD plan

  - Participate in PD activities

  - Document PD activities

  - Evaluate professional practice

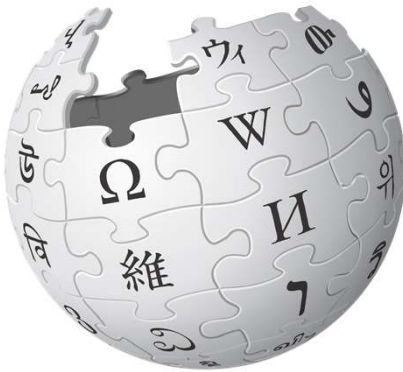On Target
Work Skills
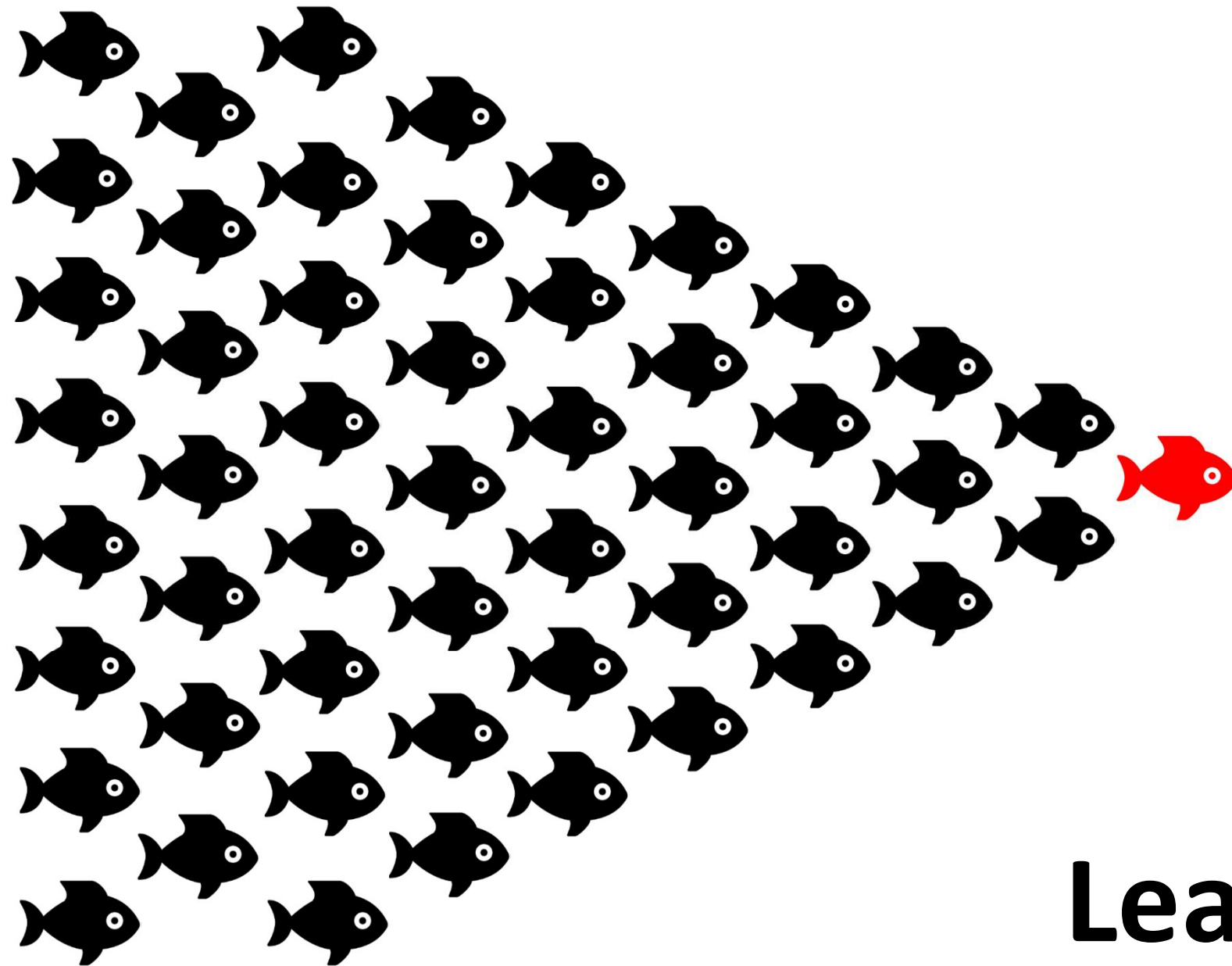
Leadership

Introduction to TAEASS501 unit

TAEASS501 Provide advanced assessment practice

- Terminology

  - What is a system?

  - What is a process?

- Assessment system and processes

- Overview of TAEASS501 Assessment tasks

Terminology

- What is a system?

  - A system is a group of interacting or interrelated entities that form a unified whole

- What is a process?

  - A process is a collection of related, structured activities or tasks by people or equipment which in a specific sequence produce a service or product

WIKIPEDIA
The Free Encyclopedia

Assessment system components

Assessment policies and procedures

Assessment strategies

Assessment tools

Quality assessment

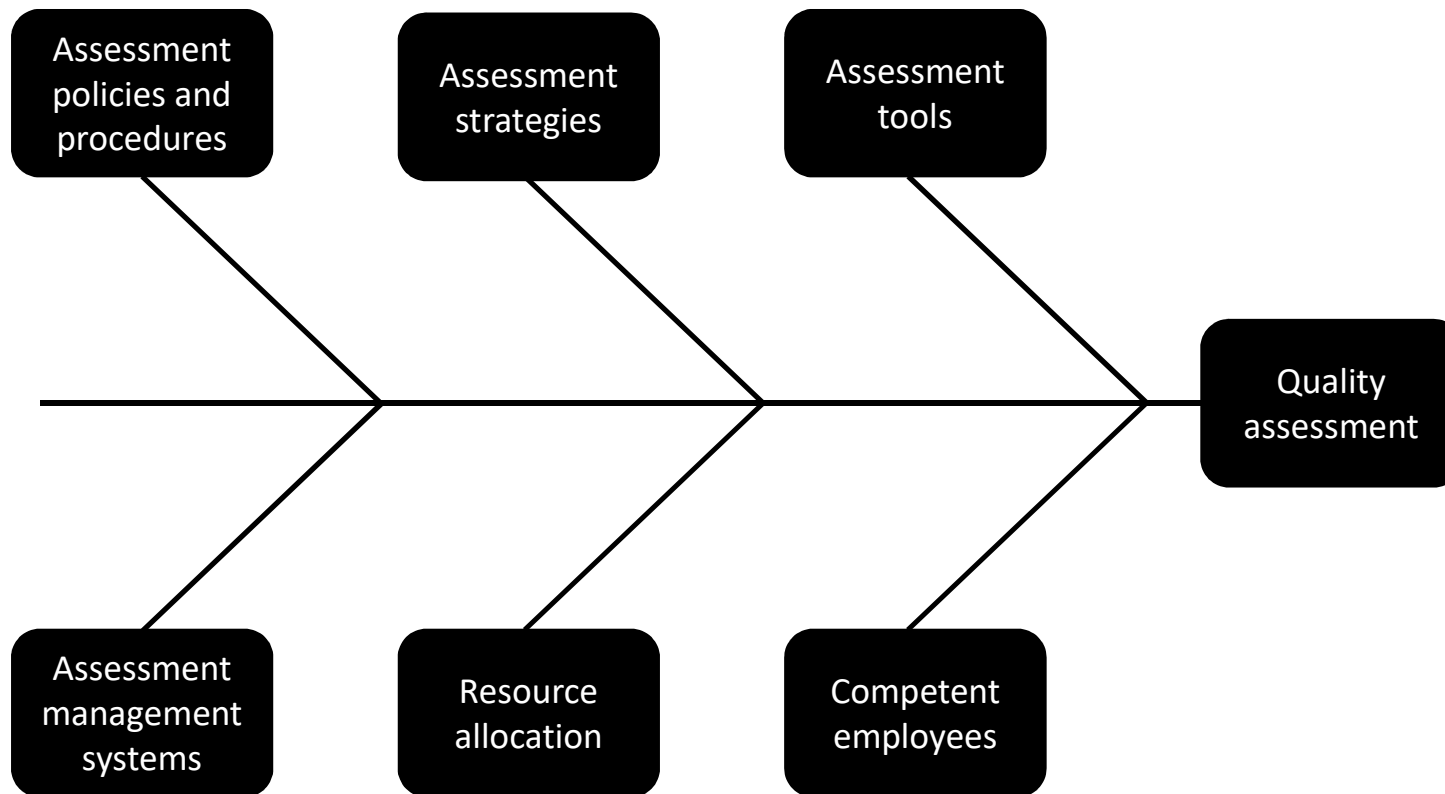Assessment management systems

Resource allocation

Competent employees
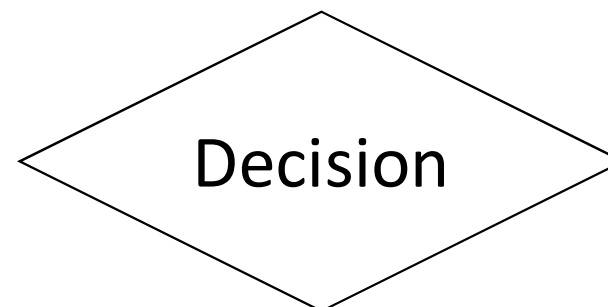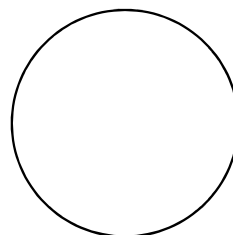
Image: On Target Work Skills © 2019

Flowchart symbols
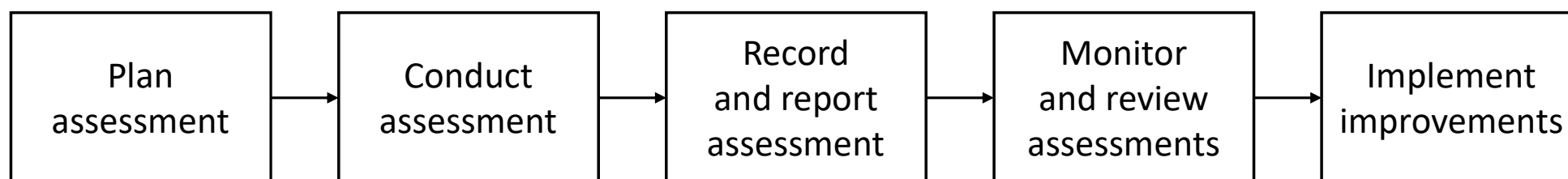
Activity

Flow →

Decision

Data storage

Connection

Start / End

Simple flowchart

On Target
Work Skills

| Plan assessment | → | Conduct assessment | → | Record and report assessment | → | Monitor and review assessments | → | Implement improvements |

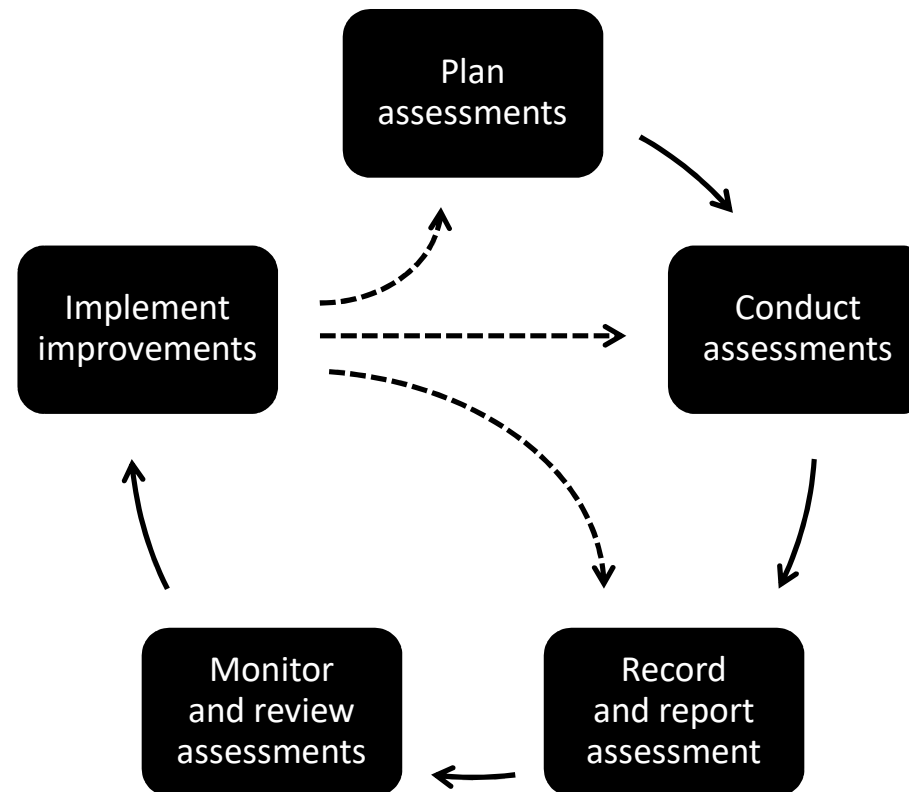# Assessment system processes

Assessment system processes

Assessment system processes

On Target
Work Skills

Plan assessments

Conduct assessments

Record and report assessment

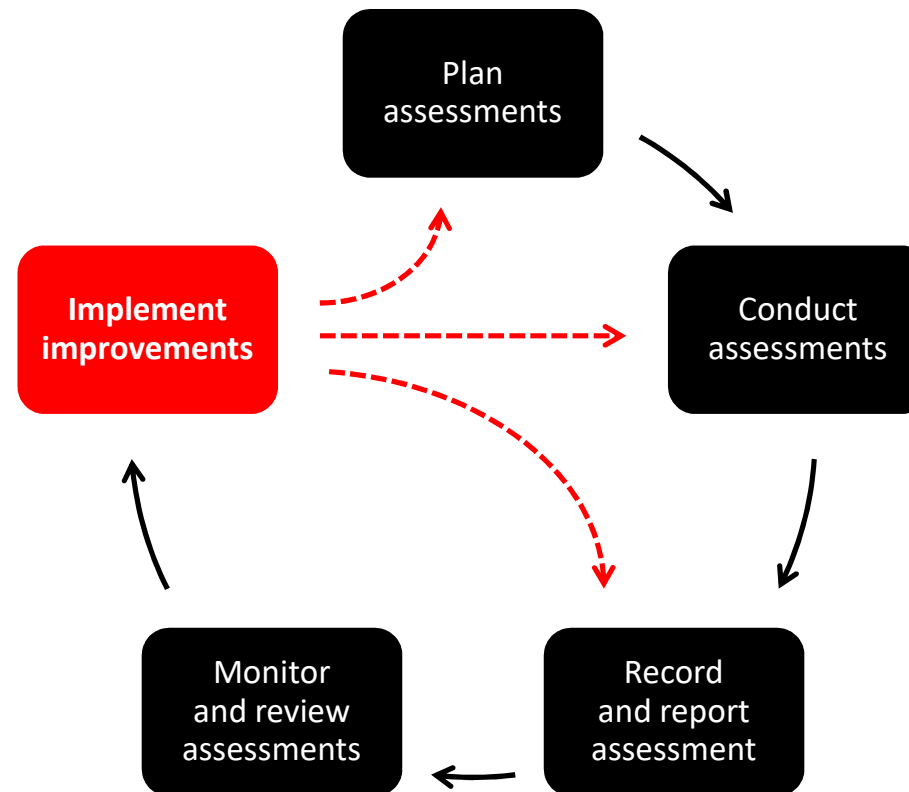Monitor and review assessments
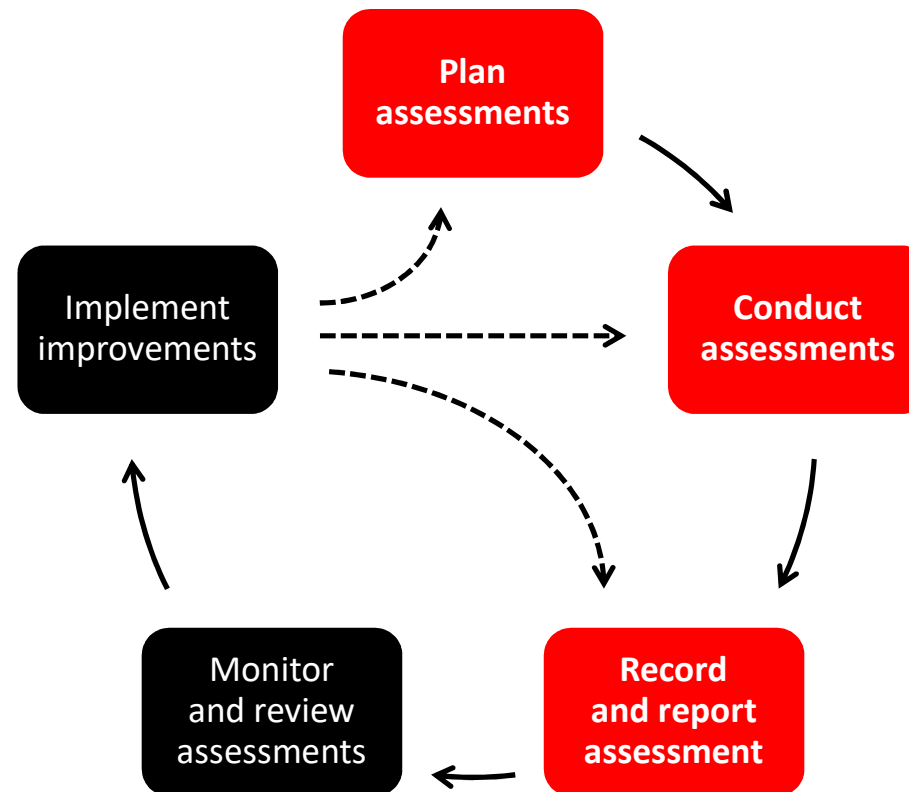
Implement improvements
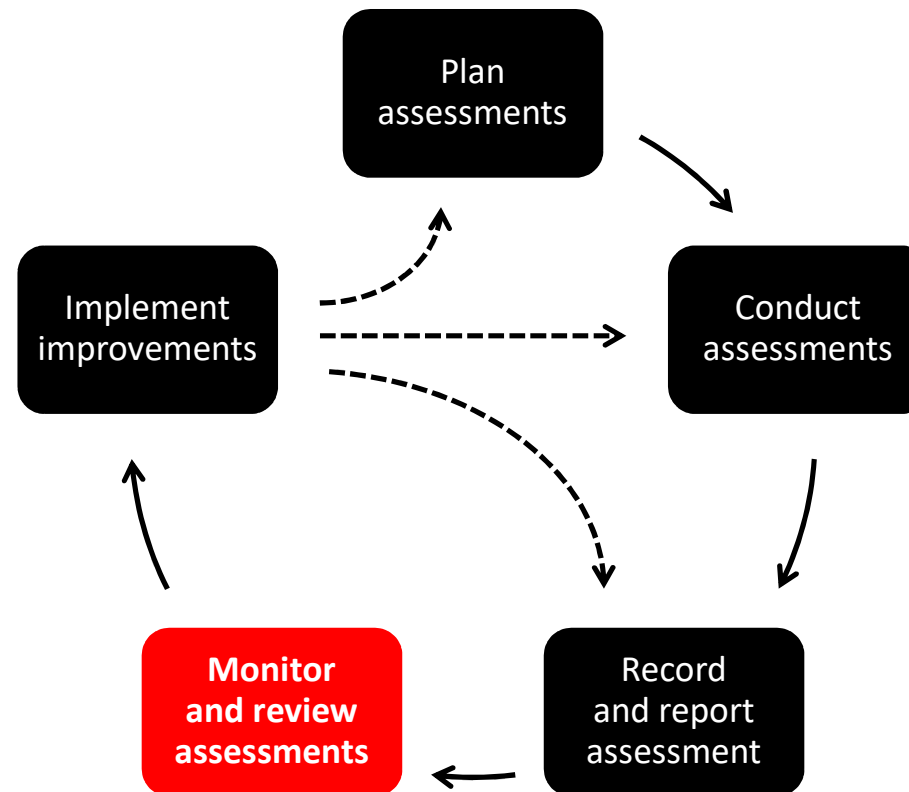
Monitor and review processes

- Internal and external audits
- Analysis of performance feedback
  - Complaints and appeals
  - Feedback and suggestions for improvement from learners, assessors and RTO administrators
- Assessment validation
- Assessment moderation

Assessment system processes

On Target
Work Skills

Plan assessments

Conduct assessments

Implement improvements

Record and report assessment

Monitor and review assessments

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TAEASS501 Assessment tasks

Assessment	Assessment title	Deliverable
Task 1	Assessment practice	Practicum
Task 2	Assessment system and processes	• Report (Word document) • Copy of your RTO's 5 year validation schedule • Copy of your RTO's moderation procedure or process (used as part of Task 3, Part 2)
Task 3	Assessment moderation (presentation)	• Notes for PD session (Word document) • PowerPoint slides • Handout given to participants • Completed feedback forms from participants • Completed observation form from your TAE assessor • Feedback on improvements of assessment practices and process (Word document)
Task 4	Moderation process	• Report (Word document) • Three third party verification forms (3 different colleagues in your RTO) • Verification by RTO Authorised Officer or delegate

TAEASS501 Assessment Task 2

- Planning assessment

- Conducting assessment

- Finalising assessment

- Monitoring and review

  – Organisation

  – Group of assessors

- Implementing improvements

- Attachments must include:

  – Copy of your RTO's 5 year validation schedule

  – Copy of your RTO's moderation procedure or process

Before next training session

- Submit your evidence for TAEPDD501 by 17 April

- Read:
    - TAEASS501 Learning Guide
    - TAEASS501 Assessment Task Workbook

- Write your report and gather attachments for TAEASS501 Assessment Task 2

- If you have completed the above tasks, research and write report for TAEDEL502 Assessment Task 1

Final question

What has been the one most important thing you have learnt from today's training session?

in Alan Maguire