

Training Services Australia

Introduction to Training Packages

Introduction

Welcome to Training Services Australia's 'Introduction to Training Packages' module.

The ability to access and use Training Packages is essential for:

- All trainers and assessors who are working within the national training system.
- All people undertaking the Certificate IV in Training and Assessment (TAE40110).

This module has been designed to assist you in this regard, and should be completed **before attending** any of the following TSA courses.

- Introduction to VET
- Workplace assessment
- Design and develop assessment tools
- Design and deliver training

Please note: This module is aimed at people who have little or no familiarity with Training Packages and the Training.gov.au website. Experienced users of Training Packages and Training.gov.au are not required to complete the module. If you have already completed the module as part of your preparation for another TSA course, you do not need to do it again.

The estimated timeframe for completing this module is **30 to 60 minutes**. You will also require:

- Access to the internet
- Basic computer knowledge (including use of the internet to search for information)

Access to a printer will also be useful but is not essential.

If you do not have internet access, or are having trouble completing any part of this module, please contact Training Services Australia on 08 9422 6444 or tsa@tsa-wa.com.au.

Module overview / design

This module has been designed to help introduce you to Nationally Recognised Training Packages and to support you to use 'Training.gov.au' to find a Training Package which links to your background / experience.

The module is broken into four parts:

1. What is a Training Package?
2. How to find a Training Package
3. How to find the Packaging Rules for a Qualification
4. How to find a Unit of Competency

Please note:

This module has been designed to give you introductory exposure to Training Packages, qualifications, units of competency and the 'training.gov.au' website.

Do not get too concerned if, after completing this module, you do not feel that you have a complete understanding of how Training Packages or units of competency work. You will be given an opportunity to explore these further with your facilitator and other learners during the training workshop.

The 'training.gov.au' website is updated from time to time.

Training Services Australia will endeavour to make adjustments to this module as required to keep pace with changes to the 'training.gov.au' website.

If you believe the module you are using is out of date, you may wish to check the Training Services Australia website (www.tsa-wa.com.au) to ensure you have the latest version. Instructions for downloading the latest version of this module are as follows:

- Go to the TSA website (www.tsa-wa.com.au)
- Select 'Downloads' from the menu at the top of the screen
- Select 'TAE Course Downloads'
- Select 'Introduction to Training Packages module' from the bottom of the menu

Part 1 – What is a Training Package?

In the Vocational Education and Training (VET) sector in Australia, a Training Package is a set of nationally endorsed standards, qualifications and guidelines used to recognise and assess the skills and knowledge people need to perform effectively in the workplace.

Training Package components

All Training Packages contain endorsed components. These are the parts of the Training Package that are formally recognised by the government body responsible for quality assurance of the VET sector. Training Package endorsed components include:

- **Units of Competency:** These are descriptions of the specific skills and knowledge needed by individuals to perform a job to the standard expected in the workplace. Units of competency are also known as *competency standards*.
- **Assessment Guidelines / Assessment Requirements:** These set out the type of evidence required to confirm an individual's competency and how assessment should be conducted.
- **Qualifications:** These are formal certification that a person has achieved the competencies relevant to identified industry or professional needs. Each Training Package contains a number of qualifications, made up of different units of competency, and contains rules about which units of competency can be packaged together to make each qualification.

As part of this module we will show you how to access Units of Competency, Assessment Requirements and Qualifications. We will provide you with more information on Assessment Guidelines as part of your training.

Note: Many people find the term 'Training Package' quite misleading because Training Packages **do not contain training resources** such as training plans, workbooks, manuals, PowerPoint presentations, training handouts, etc.

Instead they contain:

- Sets of industry standards (units of competency)
- Rules for how the standards can be combined to make up qualifications
- Information about how those standards should be assessed

Part 2 – How to find a Training Package

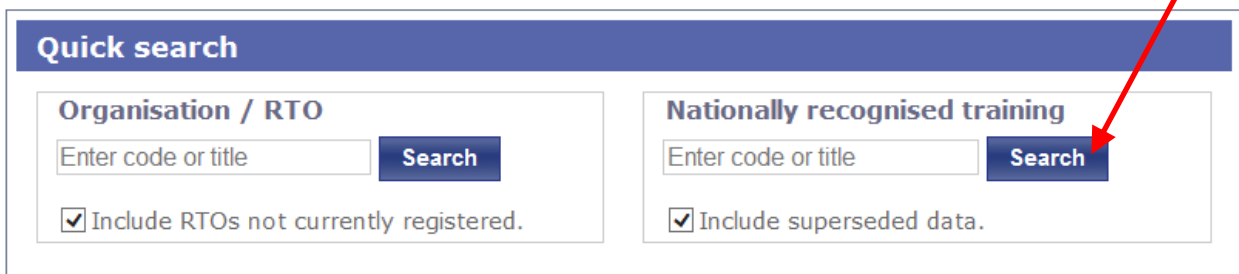
Training Packages can be accessed from Training.gov.au (TGA).

TGA is the official National Register of information on Training Packages, Qualifications, Courses, Units of Competency and Registered Training Organisations (RTOs).

Instructions

Please follow the instructions below to find a Training Package relevant to your industry / background / experience.

- 2.1 Access the Training.gov.au (TGA) website using the following URL – <http://training.gov.au/home/Tga>
- 2.2 Go to the 'Quick search' box and click on the 'Search' button for Nationally recognised training (leave the search box blank).

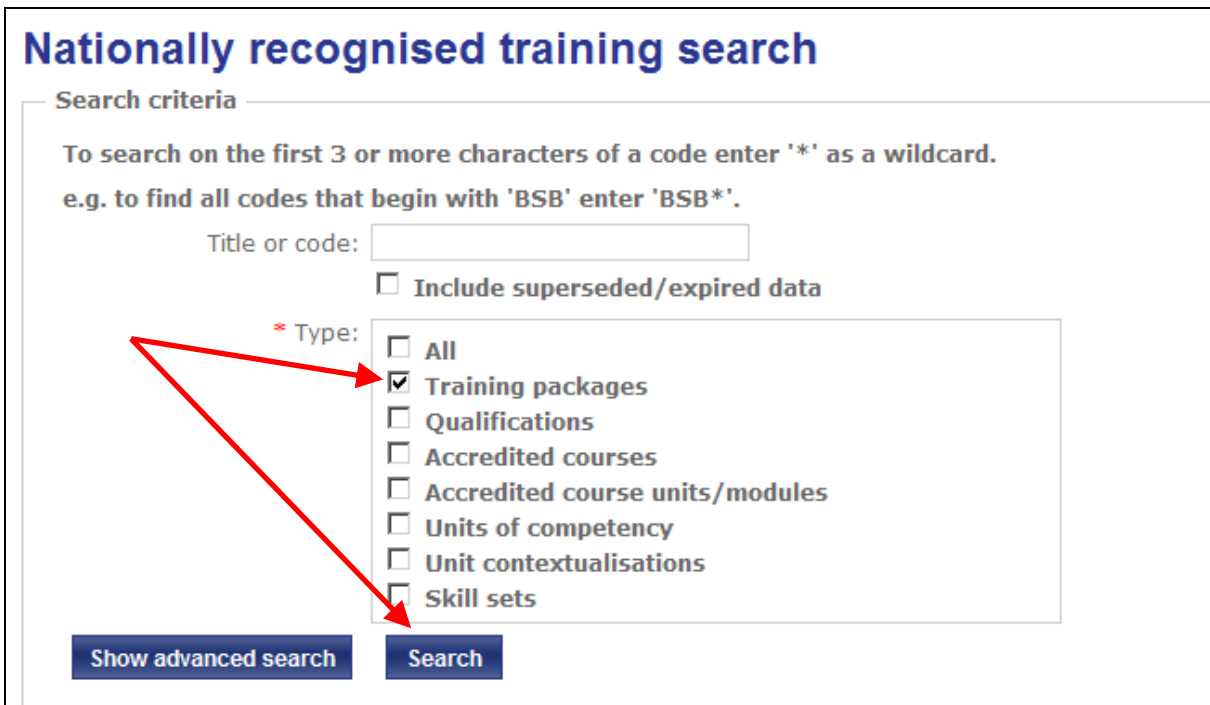


Quick search

Organisation / RTO
Enter code or title
 Include RTOs not currently registered.

Nationally recognised training
Enter code or title
 Include superseded data.

- 2.3 In the 'Nationally recognised training search' screen tick the 'Training Packages' box and click on the 'Search' button (make sure all other boxes are unticked)



Nationally recognised training search

Search criteria

To search on the first 3 or more characters of a code enter '*' as a wildcard.
e.g. to find all codes that begin with 'BSB' enter 'BSB*'.
Title or code:

Include superseded/expired data

* Type:

- All
- Training packages
- Qualifications
- Accredited courses
- Accredited course units/modules
- Units of competency
- Unit contextualisations
- Skill sets

- 2.4 Search through the list of Training Packages until you find one which is relevant to your industry / background / experience. You may discover that some industries include more than one Training Package. The reasons for this will be explained during the training workshop.

	Your Industry / Experience	Possible relevant Training Package
Examples	Mining	RII – Resources and Infrastructure
	Public service	PSP12 – Public Sector
	Health	HLT07 and HLT – Health
	Community Services	CHC08 and CHC – Community Services
	Oil and Gas	PMA08 – Chemical, Hydrocarbons and Refining
	Transport and Logistics (including Rail)	TLI10 – Transport and Logistics

There should be about seventy five current Training Packages listed. Please look carefully to find the one which is most relevant to your background.

Nationally recognised training search

Your search for has returned 75 results. If you are unable to find an appropriate result try restricting your search criteria.

[Modify Search](#) [New Search](#)

Use these controls to navigate through the list of Training Packages

Code	Title	Usage recommendation
MEA11	Aeroskills Training Package	
AHC10	Agriculture, Horticulture and Conservation and Land Management	
AGF07	Agri-Food Training Package	
ACM10	Animal Care and Management	Current
CUV	Arts and Culture Training Package	Current
MTM11	Australian Meat Industry Training Package	Current
ZBS00	Australian Red Cross Blood Services (CONFIDENTIAL - Not all detail is accessible)	Current
AUR12	Automotive Industry Retail Service and Repair Training Package	Current
AUM12	Automotive Manufacturing	Current
AVI08	Aviation Training Package	Current

You can see which items you are viewing by looking here

Items per page 10 | 20 | 50 | 100

Displaying items 1 - 10 of 75

- 2.5 Click on the link to the Training Package you have selected.

- 2.6 Read through the Training Package details. In particular, pay attention to:
- (a) The name of the Industry Skills Council which is responsible for the Training Package
 - (b) The Training Package version (under 'Release History')
 - (c) The following Training Package components:
 - Qualifications
 - Skill Sets
 - Units of competency

Part 3 – How to find the Packaging Rules for a Qualification

The Packaging Rules for a Qualification describe the units that need to be completed to obtain the qualification.

Instructions

Please follow the instructions below to find a qualification relevant to your industry / background / experience, or one that you are interested in.

3.1 Click on the link to a qualification from the Training Package you have selected

Qualifications

Code	Title	Usage	Release
▼ Qualification Level: Certificate IV			
TAE40110	Certificate IV in Training and Assessment	Current	2
▼ Qualification Level: Diploma			
TAE50211	Diploma of Training Design and Development	Current	1
TAE50111	Diploma of Vocational Education and Training	Current	2
TAE50310	Diploma of International Education Services	Current	3
▼ Qualification Level: Graduate Certificate			
TAE70210	Vocational Graduate Certificate in Management (Learning)	Current	2
TAE70311	Vocational Graduate Certificate in International Education Services	Current	2
TAE80312	Vocational Graduate Certificate in Digital Education	Current	1
TAE70111	Vocational Graduate Certificate in Adult Language, Literacy and Numeracy Practice	Superseded	2
▼ Qualification Level: Graduate Diploma			
TAE80110	Vocational Graduate Diploma of Adult Language, Literacy and Numeracy Leadership	Superseded	2
TAE80210	Vocational Graduate Diploma of Management (Learning)	Current	3

3.2 Scroll down the page and you will find information about the qualification under the heading “Modification History”.

3.3 Read through the qualification information, and in particular, the **Packaging Rules** section which provides information about what is required to achieve the qualification. Pay attention to:

- (a) The total number of units
- (b) The number of core and elective units

3.4 Select a unit which you would like to find out more about and **note down the code and title of the unit.**

For example:

Code	Title
RIIWHS201D	Work safely and follow WHS policies and procedures

Part 4 – How to find a Unit of Competency

Units of competency (also known as competency standards) define the outcomes required for competent performance within a particular area of work or work function.

For example, the TAE10 (Training and Education) Training Package is designed for people working in the VET sector, and contains units relating to areas such as:

- Training individuals
- Training groups of people
- Developing training programs
- Planning assessments
- Designing assessment tools
- Conducting assessments

The Retail Services Training Package (SIR07) contains units relating to areas such as:

- Ordering stock
- Store security
- Merchandise presentation
- Customer service
- Safe work practices
- Operating point of sale equipment

Instructions

Please follow the instructions below to find a unit of competency relevant to your industry / background / experience, or one that you are interested in.

4.1 Return to the training.gov.au home page (<http://training.gov.au/Home/Tga>)



4.2 In the 'Quick Search' box at the bottom of the page, enter the code or title of the unit you selected in step 3.4 (above) and click on the 'Search button'.

Quick search

Organisation / RTO

Include RTOs not currently registered.

Nationally recognised training

Include superseded data.

- 4.3 A screen will appear showing the unit code and title. To review the unit, you will need to scroll down towards the bottom of the page. Details about the unit can be found under the heading "Modification History"

Unit of competency details

[Export summary to PDF](#)
[Notify me of changes](#)

TAADEL401A - Plan, organise and deliver group-based learning (Release 1)

Summary

Releases:	Release	Status	Release date
	1 (this release)	Current	18/Jul/2008

Usage recommendation: **Current**

Mapping:	Mapping	Notes	Date
	Supersedes and is equivalent to TAADEL401B - Plan and organise group-based delivery	Units merged and content re-written	18/Jul/2008

Classifications

[Display history](#)

Scheme	Code	Name
ASCED Module/Unit of Competency Field of Education Identifier	070109	Teacher Education: Vocational Education And Training

Content

Compare: [Compare content of this unit of competency with other releases or training components](#)

Download: [Unit Of Competency \(441.35 KB\)](#) [Unit Of Competency \(183.61 KB\)](#)

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to plan, organise and deliver training for individuals within a group.
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- 4.4 Units of competency may be presented in one of two formats, depending on how recently they were developed. By the end of 2015, all units should have been converted to the latest format.

The information provided below will help you to identify the key components of a unit of competency and determine whether the unit has been written in the latest format.

Read through the unit of competency you have selected and from the list below, decide which format it has been written in.

Latest format	Older style format
<p>Part 1 – Unit of competency</p> <ul style="list-style-type: none"> <input type="checkbox"/> Modification history <input type="checkbox"/> Application <input type="checkbox"/> Pre-requisites (where applicable) <input type="checkbox"/> Elements and performance criteria <input type="checkbox"/> Foundation skills <input type="checkbox"/> Unit mapping <p>Part 2 – Assessment requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Performance evidence <input type="checkbox"/> Knowledge evidence <input type="checkbox"/> Assessment conditions 	<p>Unit of competency</p> <ul style="list-style-type: none"> <input type="checkbox"/> Modification history <input type="checkbox"/> Unit descriptor <input type="checkbox"/> Application of the unit <input type="checkbox"/> Licensing / Regulatory Information <input type="checkbox"/> Pre-requisites <input type="checkbox"/> Employability skills information <input type="checkbox"/> Elements and performance criteria <input type="checkbox"/> Required skills and knowledge <input type="checkbox"/> Evidence guide <ul style="list-style-type: none"> Critical aspects for assessment Context Method of assessment Guidance information for assessment <input type="checkbox"/> Range statement
<input type="checkbox"/> I have selected this type of unit	<input type="checkbox"/> I have selected type of unit

Consider the unit of competency you have just reviewed.

- If you were designing training sessions based on this unit, what information would be most useful?
- If you were going to design an assessment for this unit, what information would be most useful?

4.5 **Printing** – To print a copy of the unit of competency, please follow the instructions below:



Above “Modification History” you will see a “Content” box.

For units written in the latest format, you need to download and print the unit of competency as well as the assessment requirements (print in word or PDF).

For units written in the older style format, you just need to download and print the unit of competency (print in word or PDF).

Content

Compare: [Compare content of this unit of competency with other releases or training components](#)

Download:  [Unit Of Competency \(441.76 KB\)](#)  [Unit Of Competency \(146.95 KB\)](#)



Older style format



Only the unit of competency is displayed.

Download and print this

Content

Compare: [Compare content of this unit of competency with other releases or training components](#)

Download:  [Unit Of Competency \(235.36 KB\)](#)  [Unit Of Competency \(95.08 KB\)](#)

 [Assessment requirements \(233.32 KB\)](#)  [Assessment requirements \(84.41 KB\)](#)

Latest format

The unit of competency **and** assessment requirements are displayed.

Download and print both

Conclusion

Congratulations on completing this 'Introduction to Training Packages' module.

Do not be too concerned if you do not feel that you have a complete understanding of how Training Packages or units of competency work. You will be given an opportunity to explore these further with your facilitator and other learners during the training workshop.