



Third party evidence report		
Name of candidate	Jan Clewett	
Unit(s)	TAAENV402A Foster and promote an inclusive learning culture TAAENV402A Foster and promote an inclusive learning culture TAAENV403A Ensure a healthy and safe learning environment TAADES401A Use Training Packages to meet client needs TAADES402A Design and develop learning programs TAADEL401A Plan and organise group based delivery TAADEL403A Facilitate individual learning TAADEL404A Facilitate work-based learning TAAASS401A Plan and organise assessment TAAASS402A Assess competence TAAASS403A Develop assessment tools TAAASS404A Participate in assessment validation TAADEL402A Facilitate group-based learning TAAENV404A Develop innovative ideas at work	
Registered Training Organisation or workplace	Oakey State High School	
Name	Ross Haylock	
<p>This candidate is being assessed against the Certificate IV TAA training package. You have been nominated as a colleague who can comment on the candidate's ability to deliver and assess training packages and contribute to industry organisations and/or their local community.</p> <p>Please do not complete the form if you are either a close friend or relative or may have a conflict of interest.</p> <p> <input checked="" type="checkbox"/> team member <input type="checkbox"/> colleague <input type="checkbox"/> other, specify _____ </p> <p>Name: <u>Ross Haylock</u> Telephone: <u>0427 339 689</u> I have known the candidate for (1) years.</p> <p>Please complete this report and add any comments that you wish at the end. We value your contribution and ask that you answer the questions honestly.</p>		
Can you confirm that the candidate has the following competencies:	Yes No N/A	Comments
TAAENV401A Work effectively in vocational education and training		
<ul style="list-style-type: none"> Work within the vocational education and training policy framework Work within the training and/or assessment organisation's quality framework Manage work and work relationships Demonstrate a client-focused approach to work 	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	JAN DEvised A TEMPLATE FOR ASSESSMENT THAT HAS GREATLY INCREASED EFFICIENCY IN OUR VET DEPARTMENT.
TAAENV402A Foster and promote an inclusive learning culture		
<ul style="list-style-type: none"> Practise inclusively Promote and respond to diversity Develop and implement work strategies to support inclusivity Promote a culture of learning Monitor and improve work practice 	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	HAS HELPED WITH MY TRANSPORT + FURNISHING COURSES.



TAAENV403A <i>Ensure a healthy and safe learning environment</i>	Yes No N/A	Comments
<ul style="list-style-type: none"> • Identify OHS responsibilities • Identify hazards in the learning environment • Assess risk in the learning environment • Develop and implement actions to ensure the health safety and welfare of learners and/or candidates • Provide appropriate OHS requirements to learners and/or candidates • Monitor OHS arrangements in the learning environment 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<p>JAN HAS BEEN VERY PROACTIVE IN THIS AREA.</p>
TAADES401A <i>Use Training Packages to meet client needs</i>		
<ul style="list-style-type: none"> • Define the basis for using Training Packages/s and accredited courses • Analyse and interpret the qualifications framework • Analyse and interpret competency standards and accredited modules for client application/s • Contextualise competency standards and accredited courses for client application/s • Analyse and interpret assessment guidance for client application • Use Training Package/s and accredited course as an integrated tool for client application 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<p>JAN HAS DESIGNED + MODIFIED TRAINING PACKAGES INTO A SYSTEM THAT MEETS ALL CLIENT NEEDS.</p>
TAADES402A <i>Design and develop learning programs</i>		
<ul style="list-style-type: none"> • Define the parameters of the learning program in consultation with the client/s • Generate options for designing the learning program • Develop the learning program content • Design the structure of the learning program • Review the learning program 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<p>JAN HAS BEEN CONSISTENTLY REDEVELOPING + DESIGNING SYSTEMS + PROGRAMS WITH STUDENTS + INDUSTRY IN MIND.</p>
TAADEL401A <i>Plan and organise group based delivery</i>		
<ul style="list-style-type: none"> • Interpret the learning environment and delivery requirements • Prepare session plans • Prepare resources needed for delivery 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<p>VERY EFFICIENTLY PRODUCED SYSTEM OF DELIVERY.</p>



TAADEL403A Facilitate individual learning	Yes No N/A	Comments
<ul style="list-style-type: none"> Identify individual learning facilitation requirements Establish the learning/facilitation relationship Maintain and develop the learning/facilitation relationship Close and evaluate the learning/facilitation relationship 	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>WORKED WITH ALL COHORTS OF STUDENTS INCLUDING SPECIAL ED.</p>
TAADEL404A Facilitate work-based learning		
<ul style="list-style-type: none"> Establish an effective work environment for learning Develop a work-based learning pathway Implement the work-based learning pathway Monitor learning and address barriers to effective participation Review the effectiveness of the work-based learning pathway 	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>ACTIVELY SOEKED WORK PLACEMENT AND INDUSTRY VALIDATION OF PROGRAM.</p>
TAAASS401A Plan and organise assessment		
<ul style="list-style-type: none"> Determine focus of assessment Prepare the assessment plan Contextualise and review assessment plan Organise assessment arrangements 	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>ALL ASSESSMENT IS DESIGNED WITH INDUSTRY RELEVANCE IN MIND.</p>
TAAASS402A Assess competence		
<ul style="list-style-type: none"> Establish and maintain the assessment environment Gather quality evidence Support the candidate Make the assessment decision Record and report the assessment decision Review the assessment process 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>JAN DEVELOPED A RECORDING SYSTEM THAT WE ALL NOW USE.</p>
TAAASS403A Develop assessment tools		
<ul style="list-style-type: none"> Determine the focus of the assessment tool Determine assessment tool needs Design and develop assessment tools Review and trial assessment tools 	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>WITH CONSULTATION WITH INDUSTRY JAN HAS DEVELOPED ASSESSMENT ITEMS.</p>

