

Third party evidence report										
Name of candidate	Jan Clewett									
Unit(s)	TAAENV402A Foster and promote and 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	Simone Edbrooke (Vet mentor)									
<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> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <table border="0"> <tr> <td>team member</td> <td style="border-left: 1px solid black; padding-left: 10px;">Name: Simone Edbrooke</td> </tr> <tr> <td>✓ colleague</td> <td style="border-left: 1px solid black; padding-left: 10px;">Telephone: 46914100</td> </tr> <tr> <td>other, specify</td> <td style="border-left: 1px solid black; padding-left: 10px;">I have known the candidate for 6 months.</td> </tr> </table> </td> <td style="width: 50%;"></td> </tr> </table> <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>			<table border="0"> <tr> <td>team member</td> <td style="border-left: 1px solid black; padding-left: 10px;">Name: Simone Edbrooke</td> </tr> <tr> <td>✓ colleague</td> <td style="border-left: 1px solid black; padding-left: 10px;">Telephone: 46914100</td> </tr> <tr> <td>other, specify</td> <td style="border-left: 1px solid black; padding-left: 10px;">I have known the candidate for 6 months.</td> </tr> </table>	team member	Name: Simone Edbrooke	✓ colleague	Telephone: 46914100	other, specify	I have known the candidate for 6 months.	
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Can you confirm that the candidate has the following competencies:	Yes No N/A	Comments								
TAAENV401A Work effectively in vocational education and training										
• Work within the vocational education and training policy framework	✓ <input type="checkbox"/> <input type="checkbox"/>									
• Work within the training and/or assessment organisation's quality framework	✓ <input type="checkbox"/> <input type="checkbox"/>									
• Manage work and work relationships	✓ <input type="checkbox"/> <input type="checkbox"/>									
• Demonstrate a client-focused approach to work	✓ <input type="checkbox"/> <input type="checkbox"/>									
TAAENV402A Foster and promote an inclusive learning culture										
• Practise inclusively	✓ <input type="checkbox"/> <input type="checkbox"/>									
• Promote and respond to diversity	✓ <input type="checkbox"/> <input type="checkbox"/>									
• Develop and implement work strategies to support inclusivity	✓ <input type="checkbox"/> <input type="checkbox"/>									
• Promote a culture of learning	✓ <input type="checkbox"/> <input type="checkbox"/>									
• Monitor and improve work practice	✓ <input type="checkbox"/> <input type="checkbox"/>									

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 type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> 	
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 type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> 	
TAADES402A <i>Design and develop learning programs</i>		Jan has developed and designed the entire learning program and structure from scratch this year. She has done this to a very high standard.
<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 type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> 	
TAADEL401A <i>Plan and organise group based delivery</i>		Continually prepared resources especially booklets, e-learning sites etc.
<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 type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> 	

TAADEL403A <i>Facilitate individual learning</i>	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 	<ul style="list-style-type: none"> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> 	
TAADEL404A <i>Facilitate work-based learning</i>		
<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 	<ul style="list-style-type: none"> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> 	
TAAASS401A <i>Plan and organise assessment</i>		
<ul style="list-style-type: none"> • Determine focus of assessment • Prepare the assessment plan • Contextualise and review assessment plan • Organise assessment arrangements 	<ul style="list-style-type: none"> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> 	
TAAASS402A <i>Assess competence</i>		
<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 	<ul style="list-style-type: none"> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> 	
TAAASS403A <i>Develop assessment tools</i>		Assessment tools are excellent, well designed and she has already shown evidence of reviewing tools for next year.
<ul style="list-style-type: none"> • Determine the focus of the assessment tool 	<ul style="list-style-type: none"> ✓ <input type="checkbox"/> <input type="checkbox"/> 	
<ul style="list-style-type: none"> • Determine assessment tool needs 	<ul style="list-style-type: none"> ✓ <input type="checkbox"/> <input type="checkbox"/> 	
<ul style="list-style-type: none"> • Design and develop assessment tools 	<ul style="list-style-type: none"> ✓ <input type="checkbox"/> <input type="checkbox"/> 	
<ul style="list-style-type: none"> • Review and trial assessment tools 	<ul style="list-style-type: none"> ✓ <input type="checkbox"/> <input type="checkbox"/> 	

