

# **QUEENSLAND MAPPING GUIDE**

**To support implementation of the**

## **TAA04 V2.0 Training and Assessment Training Package In Queensland**

**Document Version 2.0**



**March 2008**

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## ACKNOWLEDGMENT:

The Queensland Mapping Guide for the TAA04 V2.0 Training and Assessment Training Package is adapted by Product Services, Department of Education, Training and the Arts Queensland, from an original Implementation Guide produced by the Office of Post Compulsory Education, Training and Employment, Government of Victoria.

## INTRODUCTION

The purpose of this Mapping Guide is to assist teachers, trainers, assessors, administrators and employers to understand how the TAA04 V2.0 Training and Assessment Training Package replaces the earlier TAA04 V1.0 Training and Assessment Training Package, in Queensland.

The National Training Package initiative is funded by the Department of Education, Employment and Workplace Relations and has the support of all State and Territory Governments. It details national specifications for the achievement of competencies and qualifications for an industry or industry sector.

The principal specifications, or *endorsed components*, in the National Training Package are:

- **competency standards** which define the skills needed to fulfil particular functions in the industry;
- **a framework of qualifications** which align with occupations, or occupational levels, in the industry (a qualification is comprised of certain units of competency 'packaged' together);
- **assessment guidelines** which define how a person is deemed to be competent, and thus eligible to receive a particular qualification or Statement of Attainment for individual units of competency.

Training Packages bring to vocational and technical education an emphasis on workplace-focussed assessment. Assessment and the granting of an award are no longer subject to curriculum specifications. With National Training Packages, assessment may be conducted either in a work setting or a simulated work environment and must align directly with the industry-defined competency standards.

**Note:** This Guide is designed to be read in conjunction with the endorsed components of the TAA04 V2.0 Training and Assessment Training Package. It does not contain the complete content of the national Package and should not be regarded as the primary source of reference in place of the Package itself.

## WHERE TO OBTAIN THE TAA04 V2.0 TRAINING AND ASSESSMENT TRAINING PACKAGE

The TAA04 V2.0 Training and Assessment Training Package may be purchased from:

**Technical and Vocational Education and Training Australia Limited (TVET)**

Level 21  
390 St Kilda Road  
MELBOURNE VIC 3004  
Tel: 03 9832 8100  
Fax: 03 9832 8199  
Website: <http://www.atpl.net.au>

**OR Innovation & Business Skills Australia Ltd**

Level 2, 192B Burwood Road  
HAWTHORN VIC 3122  
Tel: 03 9815 7000  
Fax: 03 9815 7001  
Email: [reception@ibsa.org.au](mailto:reception@ibsa.org.au)  
Website: <http://www.ibsa.org.au/index.jsp>

Training Packages can also be downloaded from the National Training Information Service: <http://www.ntis.gov.au>.

## OVERVIEW OF THE TAA04 V2.0 TRAINING AND ASSESSMENT TRAINING PACKAGE

The following table presents an overview of the main characteristics of the TAA04 V2.0 Training and Assessment Training Package.

<b>Industry Sectors</b>	<b>Training and Assessment:</b> <ul style="list-style-type: none"> <li>• Assessment</li> <li>• Coordination, Management and Quality of Training and/or Assessment</li> <li>• Delivery and Facilitation</li> <li>• Language, Literacy and Numeracy Practice</li> <li>• Learning Design</li> <li>• Learning Environment</li> <li>• Training Advisory Services</li> </ul>				
<b>Levels (and Numbers) of Qualifications</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Certificate IV</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Diploma</td> <td style="text-align: right;">1</td> </tr> </table>	Certificate IV	1	Diploma	1
Certificate IV	1				
Diploma	1				
<b>National Advisory Body</b>	Innovation & Business Skills Australia Ltd				
<b>Endorsement</b>	Ministerial Council (MINCO) of the Australian National Training Authority  Initial Endorsement Date: 1/10/2004				
<b>Publication/Release Date</b>	V2.0 Publication Date: 21/09/2007				
<b>Replaces Previous Version</b>	The TAA04 V2.0 Training and Assessment Training Package replaces the previous TAA04 V1.0 Training and Assessment Training Package.				
<b>Apprenticeships and Traineeships</b>	Funding levels and agreements for Apprenticeships and Traineeships are subject to confirmation by the Queensland Department of Education, Training and the Arts.				

## TAA04 V2.0 TRAINING AND ASSESSMENT TRAINING PACKAGE QUALIFICATIONS

The following table presents a summary of the qualifications in the TAA04 V2.0 Training and Assessment Training Package. Refer to the Qualification Framework of the TAA04 V2.0 Training and Assessment Training Package for rules on how units of competency are combined for each qualification.

National Code	National Qualification Name	Nominal Hours	New Qual
TAA40104	Certificate IV in Training and Assessment	368	No
TAA50104	Diploma of Training and Assessment	560	No

## PREVIOUS TAA04 V1.0 QUALIFICATIONS REPLACED BY TAA04 V2.0 QUALIFICATIONS

The following table lists qualifications under the previous TAA04 V1.0 Training and Assessment Training Package which have now been replaced by qualifications under the TAA04 V2.0 Training and Assessment Training Package.

PREVIOUS QUALIFICATIONS UNDER TAA04V1.0 TRAINING PACKAGE		QUALIFICATIONS NOW EFFECTIVE UNDER TAA04 V2.0 TRAINING PACKAGE			
Code	Nominal Hours	Code	Nominal Hours	Code	Nominal Hours
TAA40104	390	Certificate IV in Training and Assessment	TAA40104	368	Certificate IV in Training and Assessment
TAA50104	545	Diploma of Training and Assessment	TAA50104	560	Diploma of Training and Assessment

**NOTE** <sup>1</sup> Replacement of previous qualifications by newer versions does not automatically mean that the qualifications are directly equivalent. The table from page 9 shows the equivalence between individual units of competency for credit purposes.

## NOMINAL HOURS

A nominal hour is a value assigned to a structured program of study that nominally represents the hours of supervised learning and/or training deemed necessary to conduct training/learning and assessment activities associated with the program of study.

The DETA nominal hours allocated to each unit of competency are detailed in the table commencing on page 9.

**NOTE:** Under the Queensland 2006-2009 User Choice program, nominal hours are no longer used as an element in determining appropriate levels of funding. The User Choice catalogue now determines funding according to:

- a list of competencies or modules against which the department has allocated a price it will pay RTOs for the delivery and completion of the particular competency or module;
- a published indicative minimum and maximum price range the department will pay for the completion of the full qualification or occupational outcome.

Additional information on funding under User Choice can be found at:

[http://www.trainandemploy.qld.gov.au/partners/funding\\_and\\_tenders/user\\_choice/index.html](http://www.trainandemploy.qld.gov.au/partners/funding_and_tenders/user_choice/index.html)

## TRANSITION ARRANGEMENTS

National Quality Council policy on superseded or amended training packages states that the transition to reviewed/ amended training package qualifications is to be completed within 12 months of the reviewed/amended training package being published by Technical and Vocational Education and Training Australia Limited (TVET). Enrolments in the new qualifications are to commence as soon as practicable if there is no disadvantage to the student, and no later than 12 months after publication of the reviewed training package by TVET.

The qualifications in the TAA04 V2.0 Training and Assessment Training Package are now available for delivery in Queensland and replace previous TAA04 V1.0 Training and Assessment Training Package qualifications. The following arrangements – which allow 12 months for transition of new enrolments to the new qualification and an additional 24 months for teach-out of those already enrolled in the old qualification – apply:

- As the changes between TAA04 V2.0 and V1.0 are minor, the existing transition arrangements still apply.
- For non-User Choice delivery, after 23 November 2005 there should be no new enrolments in previous BSZ98 qualifications. Students currently studying BSZ98 qualifications should be transitioned to the equivalent TAA04 Training and Assessment Training Package qualification if there is no disadvantage to the student.
- For non-User Choice delivery, where students enrolled in BSZ98 qualifications are not transitioned to replacement TAA04 qualifications, an RTO may continue to deliver the BSZ98 qualification to completion provided this occurs by 22 November 2007.
- For User Choice delivery, as in Apprenticeships and Traineeships, transitioning may be affected by industrial relations arrangements that specify the course of instruction, and any transitioning can affect entitlements. There is a two-year period allowed for RTOs to either complete apprentices/trainees in an old qualification or have them transitioned to a new qualification. Refer to QTIS for the dates for commencement of Apprenticeships/Traineeships in TAA04 and completion of superseded training package qualifications:

<http://tsx.dtiir.qld.gov.au/cgi-bin/dycqi03.exe/inetsite/app/qtis/qtis.stm>

The table commencing on page 9 shows the relationship of the units of competency in the TAA04 V2.0 Training and Assessment Training Package to units of competency in the previous TAA04 V1.0 Training and Assessment/BSZ98 Assessment and Workplace Training Training Package. These relationships may be used to determine which units are equivalent for credit-transfer purposes.

**NOTE:** In Queensland, RTOs needing to extend the scope of registration by adding new National Training Package qualifications in existing or new vocational training areas must complete Form RTO2 *Application to Extend Scope of Registration*. Extension to scope applications may include qualifications at an Australian Qualifications Framework level which is the same, lower or higher than the current scope of registration. Form RTO2 is available from:

[http://www.trainandemploy.qld.gov.au/partners/fact\\_sheets\\_and\\_resources/forms/reg\\_audit/registration.html](http://www.trainandemploy.qld.gov.au/partners/fact_sheets_and_resources/forms/reg_audit/registration.html)

Information and guidelines on registration for TAFE Queensland institutes are available from: [http://employeeportal.detir.qld.gov.au/detportalapp/ShowDoc/BEA%20Repository/ep-preview/417/procedures/division/del1\\_procedurev4.pdf](http://employeeportal.detir.qld.gov.au/detportalapp/ShowDoc/BEA%20Repository/ep-preview/417/procedures/division/del1_procedurev4.pdf)

### **Human and Physical Resource Requirements**

Registered Training Organisations must ensure that their human and physical resources satisfy the AQTF 2007 *Standards for Registered Training Organisations*.

All Registered Training Organisations delivering these qualifications must ensure that trainers meet the requirements of Element 1.4 Appendix 2 "Training and Assessment competencies to be held by trainers and assessors" within the AQTF 2007 *Essential Standards for Registration*.

All training delivery and assessment must be conducted by an RTO that has the Training Package qualifications or specific units of competency on its scope of registration, or that works in partnership with another Registered Training Organisation that does, under the quality arrangements outlined in the AQTF 2007 *Essential Standards for Registration*.

Registered Training Organisations must have a copy of the endorsed components of the Training Package and be a qualified trainer or assessor in line with the requirements of the AQTF 2007 *Essential Standards for Registration*.

As required for the Disability Standards for Education 2005, Registered Training Organisations must ensure that trainers possess current skills to meet the needs of diverse learners particularly people with a disability. This can be demonstrated through achievement of TAAENV402B *Foster and promote an inclusive learning culture* or evidence of equivalent skills.

### **Assessment**

The *Assessment Guidelines* of the TAA04 V2.0 Training and Assessment Training Package should be consulted for requirements for the measurement of performance and verification of competence.

## ALIGNMENT BETWEEN TAA04 V1.0/BSZ98 UNITS OF COMPETENCY AND TAA04 V2.0 UNITS OF COMPETENCY

Units of competency from the TAA04 V1.0 Training and Assessment /BSZ98 Assessment and Workplace Training Training Package have now been replaced by units of competency from the TAA04 V2.0 Training and Assessment Training Package.

Where relationships occur between the previous TAA04 V1.0/BSZ98 units and the newly endorsed TAA04 V2.0 units, they are shown in the table below.

Reviewed Training Packages can comprise units of competency suffixed with 'A', 'B' and 'C'. These identifiers are explained in the TAA04 V2.0 Training Package. The details below provide further guidance:

- A unit code with the suffix 'B' signifies that the unit has been updated from its previous 'A' version. Similarly, 'C' indicates an update from a previous 'B' version.
- The change from 'A' to 'B' (or 'B' to 'C') denotes that the unit has been modified by the Training Package developer, but these changes do not alter the competency outcomes of the unit. Typically this would mean that wording has been modified or improved in the Range Statement or Evidence Guide in order to provide clearer intent.
- The table below does not provide detail on the extent of change or modification referred to above. RTOs should familiarise themselves with newly coded 'B' or 'C' versions to identify the extent of change.
- Where an updated 'B' version, or 'C' version, delivers essentially the same competency outcomes as its superseded version, this is reflected in the column headed "Direct credit granted for the previous units". The skills and knowledge outcomes of the updated unit are the same as, or acceptably similar to, the outcomes of the previous unit. Credit recognition (also called cross-credit or credit transfer) is therefore justifiable.
- A unit code with the suffix 'A' signifies a newly endorsed unit. It may be a brand new unit with no direct relationship to previously existing units. It may replace one or more previous units, either fully or in part. Where the new 'A' unit bears no relationship to previously existing units, the entry in the table states "*new unit*".
- Where the 'A' unit replaces a unit only in part, this is indicated in the table under the "*Competency partially addressed by the previous units*" column. Credit transfer is not applicable in this circumstance.
- The parent Training Package should be consulted for imported units of competency.

## ALIGNMENT BETWEEN BSZ98 UNITS OF COMPETENCY AND TAA04 UNITS OF COMPETENCY

Under the Version 2 changes to TAA04, ie Employability Skills mandatory text included in the introduction, qualification guidelines, assessment guidelines, all TAA coded units have been changed from “A” to “B”. These changes have no relevance with regards to the information in the alignment table below, therefore both the “A” and “B” units have been listed in relation to credit against the BSZ98 units.

TAA04 V2.0 Units of Competency		Nominal hours	Direct credit granted for the previous TAA04 V1.0/BSZ98 units	Competency partially addressed by the previous TAA04 V1.0/BSZ98 unit/s ie full credit NOT permissible	Comments
TAA04 V2 Unit Code (TAA04 V1 Unit Code)	Unit Title				
TAAASS301B (TAAASS301A)	Contribute to assessment	10	BSZ402A Conduct assessment		Equivalent unit
TAAASS401B (TAAASS401A)	Plan and organise assessment	25	BSZ401A Plan assessment		Equivalent unit
TAAASS402B (TAAASS402A)	Assess competence	30	BSZ402A Conduct assessment		Equivalent unit
TAAASS403B (TAAASS403A)	Develop assessment tools	35	BSZ506A Develop assessment procedures <b>OR</b> BSZ507A Develop assessment tools	BSZ401A Plan assessment	BSZ506A and BSZ507A are each equivalent to TAAASS403A BSZ401A has partial equivalence. Application of Element 3 would need to be demonstrated against all the specifications of TAAASS403A
TAAASS404B (TAAASS404A)	Participate in assessment validation	20		BSZ403A Review assessment	BSZ403A has partial equivalence with TAAASS404A
TAAASS501B (TAAASS501A)	Lead and coordinate assessment systems and services	60	Nil commensurate	BSZ504A Manage the training and assessment system BSZ506A Develop assessment procedures	New unit TAA04 V1 Covers limited parts of BSZ504A (in relation to assessment services) and BSZ506A Elements 1, 2 and 3
TAACMQ501B (TAACMQ501A)	Develop training and/or assessment organisational policies and procedures	40	BSZ502A Design and establish the training system <b>AND</b> BSZ503A Design and establish the assessment system <b>AND</b> BSZ504A Manage the training and assessment system		BSZ502A, BSZ503A and BSZ504A together provide equivalence

TAA04 V2.0 Units of Competency		Nominal hours	Direct credit granted for the previous TAA04 V1.0/BSZ98 units	Competency partially addressed by the previous TAA04 V1.0/BSZ98 unit/s ie full credit NOT permissible	Comments
TAA04 V2 Unit Code (TAA04 V1 Unit Code)	Unit Title				
TAACMQ502B (TAACMQ502A)	Coordinate training and/or assessment arrangements for apprenticeships/traineeships	40	Nil commensurate		New unit TAA04 V1 No equivalent or partially equivalent unit in BSZ98
TAACMQ503B (TAACMQ503A)	Lead and conduct training and/or assessment evaluations	50	BSZ505A Evaluate the training and assessment system		Equivalent unit
TAACMQ504B (TAACMQ504A)	Determine and manage scope of training and/or assessment services	30	Nil commensurate	BSZ502A Design and establish the training system BSZ504A Manage the training and assessment system	New unit TAA04 V1 No equivalent or partially equivalent unit in BSZ98 BSZ502A identifies determining training services in PC 1.1 but the whole process of defining the scope is not addressed. BSZ504A addresses managing scope as part of QA but Range Statement for QA procedures does not incorporate scope <i>TAFE Queensland recommends some aspects of performance, knowledge and skills addressed in BSZ502A Design and establish the training system and BSZ503A Design and establish the assessment system</i>
TAACMQ505B (TAACMQ505A)	Lead a team to foster innovation	30	Nil commensurate		No equivalent or partially equivalent unit in BSZ98
TAADEL301B (TAADEL301A)	Provide training through instruction and demonstration of work skills	30	BSZ404A Train small groups		Equivalent unit
TAADEL401B (TAADEL401A)	Plan and organise group-based delivery	30	BSZ406A Plan a series of training sessions		Equivalent unit
TAADEL402B (TAADEL402A)	Facilitate group-based learning	30	BSZ407A Deliver training sessions		Equivalent unit

TAA04 V2.0 Units of Competency		Nominal hours	Direct credit granted for the previous TAA04 V1.0/BSZ98 units	Competency partially addressed by the previous TAA04 V1.0/BSZ98 unit/s ie full credit NOT permissible	Comments
TAA04 V2 Unit Code (TAA04 V1 Unit Code)	Unit Title				
TAADEL403B (TAADEL403A)	Facilitate individual learning	20		BSZ404A Train small groups	There is partial equivalence between BSZ404A and TAADEL403A but application would need to be demonstrated to an individual learning relationship applying the relevant techniques for individual facilitation that are specified in TAADEL403A. Individuals holding BSZ404A would need to show evidence of one-to-one approach to gain equivalence.
TAADEL404B (TAADEL404A)	Facilitate work-based learning	20		BSZ404A Train small groups BSZ407A Deliver training sessions	There is partial equivalence between both BSZ404A and BSZ407A. It would be possible for an individual holding BSZ404A and/or BSZ407A to demonstrate evidence of having applied those units in a work context. In that case the units would be equivalent.
TAADEL405B (TAADEL405A)	Coordinate and facilitate distance-based learning	45	BSZ407A Deliver training sessions		Equivalent unit
TAADEL501B (TAADEL501A)	Facilitate e-learning	30	Nil commensurate		New unit TAA04 V1 No equivalent or partially equivalent unit in BSZ98
TAADEL502B (TAADEL502A)	Facilitate action learning projects	40	Nil commensurate		New unit TAA04 V1 No equivalent or partially equivalent unit in BSZ98
TAADEL503B (TAADEL503A)	Provide advanced facilitation to support learning	50	Nil commensurate		New unit TAA04 V1 No equivalent or partially equivalent unit in BSZ98
TAADEL504B (TAADEL504A)	Lead and coordinate training services	40	BSZ504A Manage the training and assessment system		Equivalent unit

TAA04 V2.0 Units of Competency		Nominal hours	Direct credit granted for the previous TAA04 V1.0/BSZ98 units	Competency partially addressed by the previous TAA04 V1.0/BSZ98 unit/s ie full credit NOT permissible	Comments
TAA04 V2 Unit Code (TAA04 V1 Unit Code)	Unit Title				
TAADES401B (TAADES401A)	Use Training Packages to meet client needs	35	Nil commensurate		New unit TAA04 V1 No equivalent or partially equivalent unit in BSZ98
TAADES402B (TAADES402A)	Design and develop learning programs	40	BSZ405A Plan and promote a training program		Equivalent unit
TAADES501B (TAADES501A)	Design and develop learning strategies	50	BSZ508A Design training courses		Equivalent unit
TAADES502B (TAADES502A)	Design and develop learning resources	50	Nil commensurate		New unit TAA04 V1 No equivalent or partially equivalent unit in BSZ98
TAADES503B (TAADES503A)	Research and design e-learning resources	40	Nil commensurate		New unit TAA04 V1 No equivalent or partially equivalent unit in BSZ98
TAADES504B (TAADES504A)	Develop and evaluate e-learning resources	50	Nil commensurate		New unit TAA04 V1 No equivalent or partially equivalent unit in BSZ98
TAADES505B (TAADES505A)	Research and develop competency standards	50	Nil commensurate		New unit TAA04 V1 No equivalent or partially equivalent unit in BSZ98
TAAENV401B (TAAENV401A)	Work effectively in vocational education and training	15	Nil commensurate		New unit TAA04 V1 No equivalent or partially equivalent unit in BSZ98
TAAENV402B (TAAENV402A)	Foster and promote an inclusive learning culture	15	Nil commensurate		New unit TAA04 V1 No equivalent or partially equivalent unit in BSZ98
TAAENV403B (TAAENV403A)	Ensure a healthy and safe learning environment	15	Nil commensurate		New unit TAA04 V1 No equivalent or partially equivalent unit in BSZ98
TAAENV404B (TAAENV404A)	Develop innovative ideas at work	20	Nil commensurate		New unit TAA04 V1 No equivalent or partially equivalent unit in BSZ98
TAAENV501B (TAAENV501A)	Maintain and enhance professional practice	40	Nil commensurate		New unit TAA04 V1 No equivalent or partially equivalent unit in BSZ98

TAA04 V2.0 Units of Competency		Nominal hours	Direct credit granted for the previous TAA04 V1.0/BSZ98 units	Competency partially addressed by the previous TAA04 V1.0/BSZ98 unit/s ie full credit NOT permissible	Comments
TAA04 V2 Unit Code (TAA04 V1 Unit Code)	Unit Title				
TAALLN401B (TAALLN401A)	Address language, literacy and numeracy issues within learning and assessment practice	40	Nil commensurate		New unit TAA04 V1 No equivalent or partially equivalent unit in BSZ98
TAATAS401B (TAATAS401A)	Maintain information requirements of training and/or assessment organisations	20	Nil commensurate		New unit TAA04 V1 TAATAS401A focuses on information to clients, record keeping and reporting in the context of a dedicated work function relating to this competence or as part of work carried out by trainers/ assessors. It is in this latter context that some aspects of the unit are addressed in a number of BSZ units in part <i>TAFE Queensland recommends that when held together BSZ402A Conduct assessment <b>AND</b> BSZ405A Plan and promote a training program <b>AND</b> BSZ408A Review training would make up equivalence to TAATAS401A</i>
TAATAS501B (TAATAS501A)	Undertake organisational training needs analysis	50	BSZ501A Analyse competency requirements		Equivalent unit
TAATAS502B (TAATAS502A)	Prepare a tender bid	30	Nil commensurate		New unit TAA04 V1 No equivalent or partially equivalent unit in BSZ98
TAATAS503B (TAATAS503A)	Manage contracted work	30	Nil commensurate		New unit TAA04 V1 No equivalent or partially equivalent unit in BSZ98
TAATAS504B (TAATAS504A)	Facilitate group processes	40	Nil commensurate		New unit TAA04 V1 No equivalent or partially equivalent unit in BSZ98

## UNITS IMPORTED FROM OTHER TRAINING PACKAGES

TAA04 V2.0 Units of Competency		Approved Hours	Unit Imported From (Refer to Mapping Guide for parent Training Package)
BSBAUD402A	Participate in a quality audit	40	BSB01 Business Services Training Package
BSBCM404A	Develop teams and individuals	40	BSB01 Business Services Training Package
BSBCM405A	Analyse and present research information	40	BSB01 Business Services Training Package
BSBCM409A	Promote products and services	40	BSB01 Business Services Training Package
BSBEBUS508A	Build a virtual community	30	BSB01 Business Services Training Package
BSBFLM512A	Ensure team effectiveness	50	BSB01 Business Services Training Package
BSBFLM514A	Manage people	60	BSB01 Business Services Training Package
BSBHR504A	Manage industrial relations policies and processes	50	BSB01 Business Services Training Package
BSBMGT503A	Prepare budgets and financial plans	40	BSB01 Business Services Training Package
BSBMGT504A	Manage budgets and financial plans	40	BSB01 Business Services Training Package
BSBMGT506A	Recruit, select and induct staff	50	BSB01 Business Services Training Package
BSBMKG406A	Build client relationships	50	BSB01 Business Services Training Package
BSBMKG501A	Evaluate marketing opportunities	40	BSB01 Business Services Training Package
BSBRKG502A	Manage and monitor business or records systems	45	BSB01 Business Services Training Package
CHCCAR501A	Provide careers guidance	80	CHC02 Community Services Training Package
PSPGOV504B	Undertake research and analysis	60	PSP04 Public Sector Training Package

## ALIGNMENT BETWEEN TAA04 UNITS OF COMPETENCY AND BSZ98 UNITS OF COMPETENCY

BSZ98 Units of Competency		The following TAA04 units provide direct credit for the BSZ98 units identified in the column opposite – the words “AND” and “OR” are significant in understanding this table	
BSZ98 Unit Code	Unit Title	TAA04 Unit Code	Unit Title
BSZ401A	Plan assessment	TAAASS401B ( <i>TAAASS401A</i> )	Plan and organise assessment
BSZ402A	Conduct assessment	TAAASS301B ( <i>TAAASS301A</i> ) <b>OR</b> TAAASS402B ( <i>TAAASS402A</i> )	Contribute to assessment <b>OR</b> Assess competence
BSZ404A	Train small groups	TAADEL301B ( <i>TAADEL301A</i> ) <i>TAFE Queensland also recommends that completion of the following allows for full credit to be granted</i> <b>TAADEL402A Facilitate group based learning AND TAADEL403A Facilitate individual learning</b> <b>OR</b> <i>TAADEL403A Facilitate individual learning AND TAADEL404A Facilitate work-based learning</i>	Provide training through instruction and demonstration of work skills
BSZ405A	Plan and promote a training program	TAADES402B ( <i>TAADES402A</i> )	Design and develop learning programs
BSZ406A	Plan a series of training sessions	TAADEL401B ( <i>TAADEL401A</i> )	Plan and organise group-based delivery
BSZ407A	Deliver training sessions	TAADEL402B ( <i>TAADEL402A</i> ) <b>OR</b> TAADEL405B ( <i>TAADEL405A</i> ) <i>TAFE Queensland also recommends that completion of the following allows for full credit to be granted</i> <b>TAADEL402A Facilitate group-based learning AND TAADEL403A Facilitate individual learning</b> <b>OR</b> <i>TAADEL403A Facilitate individual learning AND TAADEL404A Facilitate work-based learning</i> <b>OR</b> <i>TAADEL403A Facilitate individual learning AND TAADEL405A Coordinate and facilitate distance-based learning</i>	Facilitate group-based learning <b>OR</b> Coordinate and facilitate distance-based learning
BSZ501A	Analyse competency requirements	TAATAS501B ( <i>TAATAS501A</i> )	Undertake organisational training needs analysis
BSZ502A	Design and establish the training system	TAACMQ501B ( <i>TAACMQ501A</i> )	Develop training and/or assessment organisational policies and procedures
BSZ503A	Design and establish the assessment system	TAACMQ501B( <i>TAACMQ501A</i> )	Develop training and/or assessment organisational policies and procedures
BSZ504A	Manage the training and assessment system	TAACMQ501B ( <i>TAACMQ501A</i> ) <b>OR</b> TAADEL504B ( <i>TAADEL504A</i> )	Develop training and/or assessment organisational policies and procedures <b>OR</b> Lead and coordinate training services

BSZ98 Units of Competency		The following TAA04 units provide direct credit for the BSZ98 units identified in the column opposite – the words “AND” and “OR” are significant in understanding this table	
BSZ98 Unit Code	Unit Title	TAA04 Unit Code	Unit Title
BSZ505A	Evaluate the training and assessment system	TAACMQ503B ( <i>TAACMQ503A</i> )	Lead and conduct training and/or assessment evaluations
BSZ506A	Develop assessment procedures	TAAASS403B ( <i>TAAASS403A</i> )	Develop assessment tools
BSZ507A	Develop assessment tools	TAAASS403B ( <i>TAAASS403A</i> )	Develop assessment tools
BSZ508A	Design training courses	TAADES501B ( <i>TAADES501A</i> )	Design and develop learning strategies

## INFORMATION REGARDING APPRENTICESHIPS/TRAINEESHIPS

Under the *Vocational Education, Training and Employment Act 2000* the Training and Employment Recognition Council has the power to declare apprenticeships and traineeships. The Training and Employment Recognition Council, in consultation with recognised relevant industry advisory bodies, determines which of the qualifications in the TAA04 V2.0 Training and Assessment Training Package may be proposed as an Apprenticeship or Traineeship.

When a new training qualification becomes available, Registered Training Organisations must advise *all* students of the benefits and disadvantages of continuing in their current course or transitioning to the new Training Package qualification.

All new students in publicly funded training are to be enrolled in new Training Package qualifications once they are implemented in Queensland. Ideally, existing apprentices and trainees should transition to new Training Package qualifications within 12 months from the date of implementation, or complete their current studies within the same period. If an employer does not consent to transition the apprentice or trainee to the new training qualification, the apprentice or trainee will continue in the current program through to completion. However an apprentice or trainee shall not remain in a superseded apprenticeship or traineeship beyond teach-out expiry (teach-out expires 3 years from the date of release of a new training package or qualification).

Parties to a registered training contract who agree to transition must inform the Training and Employment Recognition Council by forwarding a completed and signed "Agreement to Transition" form to their local regional office of the Department of Education, Training and the Arts. The Supervising Registered Training Organisation must also sign this form to confirm that the training plan has been reviewed.

It is a Registered Training Organisation's responsibility to keep abreast of changes or additions to declared apprenticeship and traineeship qualifications. The Queensland Training Information Service (QTIS) provides details on National Training Package qualifications and non-Training Package curricula recognised by the Training and Employment Recognition Council for delivery as apprenticeships or traineeships by accessing:

<http://tsx.dtir.qld.gov.au/cgi-bin/dycgi03.exe/inetsite/app/qtis/qtis.stm> or  
[http://www.trainandemploy.qld.gov.au/partners/training\\_delivery/appships\\_tships/index.html](http://www.trainandemploy.qld.gov.au/partners/training_delivery/appships_tships/index.html)

Enquiries about current apprenticeships and traineeships relevant to the TAA04 V2.0 Training and Assessment Training Package should be directed to the Apprenticeship Information Centre on 1800 210 210. The following electronic (Internet) links will also provide assistance:

- Department of Education, Training and the Arts, Queensland Government  
[http://www.trainandemploy.qld.gov.au/client/for\\_business\\_and\\_employers/appship\\_tship\\_info/](http://www.trainandemploy.qld.gov.au/client/for_business_and_employers/appship_tship_info/)
- National Training Information Service (NTIS)  
(Australian National Training Authority developed database on National Training Packages and nationally accredited courses)  
<http://www.ntis.gov.au>

## RESOURCES

A range of existing resources is available to support the implementation of the TAA04 V2.0 Training and Assessment Training Package. Many of the resources used to deliver TAA04 V1.0/BSZ98 Training Package qualifications may continue to be relevant. Assessment tools designed for TAA04 V1.0/BSZ98 Training Package may also be appropriate when assessing against units of competency but should be reviewed carefully to ensure compliance with the assessment requirements for the reviewed units of competency. Organisations distributing training resources useful for the Training and Assessment Training Package include:

Contact	Resource
Centre for Training Materials Department of Education, Training and the Arts GPO Box 1326 BRISBANE QLD 4001 Tel: 07 3248 4675 Fax: 07 3248 4670 Website: <a href="http://www.trainandemploy.qld.gov.au/ctm">http://www.trainandemploy.qld.gov.au/ctm</a>	Manages the licensing and distribution of resources that assist the implementation of National Training Packages.
TVET Australia Level 21 390 St Kilda Road MELBOURNE VIC 3004 Tel: 03 9832 8100 Fax: 03 9832 8199 Website: <a href="http://www.atpl.net.au">http://www.atpl.net.au</a>	Comprehensive range of generic and sector specific training resources is available - refer to the ATP catalogue. (Note: replaced by TVET Australia from 7/8/06)
Australian Education Sharing Network (AEShareNet) DEEWR, Commonwealth of Australia Website: <a href="http://www.aesharenet.com.au">http://www.aesharenet.com.au</a>	National network for educational resources. (Note: replaced by TVET Australia from 7/8/06)
Educational Network Australia Website: <a href="http://www.edna.edu.au">http://www.edna.edu.au</a>	National network for educational resources.
National Resource Generator Website: <a href="http://resourcegenerator.gov.au">http://resourcegenerator.gov.au</a>	Provides trainers and assessors with access to information about units of competency, qualifications and learning resources across a range of industries.
Innovation & Business Skills Australia Ltd Website: <a href="http://www.ibsa.org.au/index.jsp">http://www.ibsa.org.au/index.jsp</a>	National contact for information on TAA04 V2.0 Training and Assessment Training Package and supporting resources

## GLOSSARY OF TERMS

<b>Assessment Guidelines</b>	One of three elements known as <i>Endorsed Components</i> of a Training Package. The Assessment Guidelines specify the requirements and processes necessary to establish a person's competency. This part of the package is compulsory and should be read in conjunction with the performance criteria and range of variables in each competency unit.
<b>Australian Quality Training Framework (AQTF)</b>	Provides principles, standards and protocols for a consistent quality assured approach to training. It supports mutual recognition arrangements between states/territories, RTOs and industries, and ensures that RTOs have the necessary capabilities to deliver quality training and assess competency outcomes, and issue nationally recognised qualifications. It is part of the National Training Framework (NTF) and was most recently reviewed in 2007. For further information refer to this website: <a href="http://www.trainandemploy.qld.gov.au/partners/registration_and_audit/">http://www.trainandemploy.qld.gov.au/partners/registration_and_audit/</a>
<b>Australian Qualification Framework (AQF)</b>	Provides a national framework for education and training qualifications across all educational sectors. There are twelve levels within the AQF which provide a guide as to the level of training required for a specific job/occupation. The level depends on the breadth, depth and complexity of knowledge and competencies and the degree of responsibility or accountability.
<b>Codes</b>	For recognition and record-keeping purposes, DEST issues uniform national codes for all qualifications and competency standards in National Training Packages.
<b>Competency Standards</b>	A description of the skills, knowledge and application of that knowledge that are considered essential for effective performance in a job/occupation. These are organised into a standard format called units of competency.
<b>Customisation</b>	Involves tailoring qualifications and courses and units of competency to meet specific customer needs that do not affect the integrity of the qualification outcomes. Customisation must be in accordance with both the qualification/course rules, and the National Guidelines for the Customisation of Accredited Courses. Customisation is not to be confused with re-packaging units of competency from different Training Packages to construct new accredited courses that are not met by existing endorsed National Training Packages.

<b>Department of Education, Employment and Workplace Relations (DEEWR)</b>	The Australian Government Department responsible for public and private schools and school systems, higher education institutions and research, vocational education and training, student and youth affairs, school to work transition programs, indigenous employment and education, and internationalisation of Australia 's education and training systems. For further information refer to this website: <a href="http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/default.htm">http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/default.htm</a>
<b>Endorsed Components</b>	A National Training Package consists of Endorsed and Non-Endorsed Components. Endorsed components consist of Industry Competency Standards, Qualifications, and Assessment Guidelines.
<b>Endorsement</b>	The process of official national approval of National Training Packages by the National Quality Council.
<b>Industry Training Advisory Body (ITAB)</b>	At the national level, ITABs have been replaced by Industry Skills Councils and at the State level in Queensland have been replaced by Centres of Excellence, Skills Alliances and a range of other advisory arrangements. Further information can be found at: <a href="http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/lnk/advisory.htm">http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/lnk/advisory.htm</a>
<b>Industry Skills Council</b>	National industry advisory arrangements are provided by a network of 10 national industry skills councils established by an industry or business sector to address training issues. They channel information about changing skill needs and future workforce requirements direct from industry to government and the training sector and are involved in the development and continuous improvement of Training Packages.
<b>Mutual Recognition</b>	Through mutual recognition an RTO can operate across any State or Territory. There are nine principles for mutual recognition that include the mutual recognition of qualifications and Statements of Attainment issued by other RTOs, and the recognition of RTOs by other State Training Authorities.
<b>Non-Endorsed Components or Support Materials</b>	A National Training Package consists of Endorsed and Non-Endorsed Components. While endorsed components may not be customised, the RTO may design non-endorsed support materials to suit identified client need and facilitate the achievement of competence. Support materials may include curriculum modules, other learning materials, assessment materials and professional development kits for trainers/assessors.

<b>National Training Package</b>	A set of nationally endorsed specifications for a particular industry, or industry sector, which consist of Endorsed Components and Non-endorsed Components that facilitate workplace training. Industry Skills Councils develop national competency standards which are packaged together with assessment guidelines and approved qualifications and endorsed by the National Quality Council.
<b>National Quality Council (NQC)</b>	The National Quality Council is responsible for endorsing Training Packages and maintaining the quality assurance of competency standards. The National Quality Council has the roles of a National VET Quality Agency and a National Skills Agency. For further information see the DEST website: <a href="http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/vet/nqc.htm">http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/vet/nqc.htm</a>
<b>Nominal Hours</b>	Nominal hours are agreed nationally and approved for use in Queensland by the Queensland State Training Authority. They represent “the hours of supervised learning or training deemed necessary to conduct training/learning and assessment activities associated with the program of study. Nominal hours (supervised) do not include hours associated with non-supervised work experience, fieldwork, work-placement or private study” AVETMISS 5.0.
<b>Product Support</b>	The unit in DETA which manages Queensland stakeholder input to the development and review of national training packages, facilitates the endorsement of training packages and undertakes activities that support their implementation, and maintains relationships with industry and provider associations and networks.
<b>Qualifications Framework</b>	This explains which qualifications are contained in the National Training Package, their AQF levels, and how particular competency standards are packaged relevant to each qualification.
<b>Registered Training Organisation (RTO)</b>	These are training providers approved by the Queensland Training System. They can include TAFE Institutes, private training providers, industry enterprises, community providers and other providers who have gained registration to deliver or assess training.
<b>Scope of Registration</b>	This is the range of accredited courses and/or National Training Package qualifications that a Registered Training Organisation is approved to deliver and for which it can issue qualifications.
<b>Training Products</b>	“Training products” are now referred to as a qualification or a course. Qualifications and courses include those from nationally endorsed Training Packages and accredited courses leading to Statements of Attainment or qualifications under the AQF.

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<b>Training and Employment Recognition Council</b>	Provides advice to the Training and Employment Board on policy and guidelines for the registration of training organisations, accreditation and regulation of courses, apprenticeship and traineeship systems, and vocational placements.
<b>Unit of Competency</b>	Industry competency standards are organised into a standard format consisting of: <i>Unit Title and Description</i> ; <i>Elements</i> of competency which break down the individual skills that workers perform; <i>Performance Criteria</i> which allow an assessor to know how well the elements must be performed; the <i>Range of Variables</i> which spell out the conditions or specific application in which the work is to be performed; and the <i>Evidence Guide</i> which states the context of assessment.
<b>User Choice Contract</b>	Formal agreement between the Registered Training Organisation and the Strategic Planning and Purchasing Branch of DETA, allowing the RTO to deliver Apprenticeship/Traineeship qualifications.

## MAPPING GUIDE VERSION HISTORY

Mapping Guide Version Number	Training Package Version Number	Additions/Alterations from Previous Mapping Guide Version	Date
V1.0	V1.0	Initial release	February 2005
V1.1	V1.0	Inclusion of Qualification hours	June 2005
V1.2	V1.0	<ul style="list-style-type: none"> <li>• Inclusion of nominal hours for TAAASS301A Contribute to assessment, which had not previously been allocated</li> </ul> All references to “Australian National Training Authority (ANTA)” replaced with “Department of Education, Science and Training (DEST)	July 2005
V1.3	V1.0	<ul style="list-style-type: none"> <li>• Inclusion of alignment between BSZ98 units of competency and TAA04 units of competency</li> <li>• Department of Training and Employment website links updated</li> <li>• Free for Education logo updated</li> </ul>	September 2005
V1.4	V1.0	<ul style="list-style-type: none"> <li>• Amended nominal hours for the following two units:               <ul style="list-style-type: none"> <li>○ TAAASS401A Plan and organise assessment – was 30 hours, should have been 25 hours</li> <li>○ TAAASS402A Assess competence – was 25 hours, should have been 30 hours</li> </ul> </li> <li>• Department of Training and Employment website links updated</li> </ul>	November 2006
V2.0	V2.0	<ul style="list-style-type: none"> <li>• Under the Version 2 changes, ie Employability Skills mandatory text included in the introduction, qualification guidelines, assessment guidelines for each unit of competency, all TAA coded units have been changed from “A” to “B”. The alignment table starting on page 9 has been altered accordingly.</li> </ul>	March 2008