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**ntm.edu.au**

**TAE40116**

CIV Training and Assessment

2018 Spring Semester   
Application Pack

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Complete your personal details** | | | | | |
| **Name:** |  | | **E-mail:** |  | |
| **Mobile**: |  | | **Date:** |  | |
| **Preference: Select your day and location, for more details visit our** [**TAE40116 page**](https://www.ntm.edu.au/tae40116-training-and-assessment/) **for dates and times (activate the check box ⌧)** | | | | | |
| Monday  Richmond | | Tuesday  Richmond | Wednesday Kiama | | Thursday  Kiama |



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**VERSION CONTROL**

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| 1.0 | 03 May 2017 | Contextualisation for NTM | Jane Lees |
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# TAE40116 CIV TRAINING AND ASSESSMENT

Welcome to National Training Masters,

Thank you for enquiring about the new TAE40116 CIV Training and Assessment. All applicants will need to complete this pack as part of the enrolment process. This intake will require you to complete three parts:

1. Background Information

2. Workplace Training Experience  
  
3. Interview with the Director of Learning and Development   
  
This process will ensure you are ready to undertake the course, have the required language, literacy and numeracy skills to complete your training and meet the minimum entry requirements.

Those entering this program must be able to demonstrate vocational competency in their proposed teaching and assessing area. Vocational competency is defined as broad industry knowledge and experience, and may include, but is not limited to, holding a relevant unit of competency or qualification. For example, if you want to teach hospitality, a trade certificate or CIII Commercial Cookery is the minimum vocational qualification you will need in addition to the TAE40116. Vocational qualifications may include a whole qualification such as a CIII, CIV, Diploma, Bachelors Degree or Masters, or a Statement of Attainment such as First Aid or Responsible Service of Alcohol.

You will be asked to complete a series of questions relating to your previous employment and training history. You may be required to provide written permission for National Training Masters to contact your employer.

If you have any questions before, during or after this intake process please contact our Language, Literacy and Numeracy Practitioner on 1300 653 501 or [admin@ntm.edu.au](mailto:admin@ntm.edu.au)

All prospective students are required to complete this Application Pack, except for those who have completed the full TAE40110 CIV Training and Assessment. Visit the [TAE40116 upgrade page](https://www.ntm.edu.au/upgrade-tae40116/) if you already have the complete TAE40110 qualification.

Kind regards

David Michal Lipták

**Director of Learning and Development**

# The Application Process

There are three easy steps to apply for the CIV Training and Assessment with National Training Masters (NTM).

All applicants for the TAE40116 must complete the application pack, which will provide information on your learning needs, preferences and eligibility to enrol in the course. Once completed, our Learning and Development Director will contract you for an interview to discuss enrolment options. At NTM we only offer the TAE40116 in face-to-face mode, with a real teacher and other students. The course completion rates for online studying is as low as 6%.

Step 1: Complete your personal and work details

Step 2: Workplace training experience  
  
Step 3: Interview with the Director of Learning and Development

Once you have completed this intake booklet send directly to [admin@ntm.edu.au](mailto:admin@ntm.edu.au) and keep a copy for your reference.

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# Prerequisites

To undertake the TAE40116 CIV Training and Assessment, you will need to have sufficient written and spoken English, numeracy and basic word processing, email and internet skills. To enrol in this program, you must also be able to demonstrate that you have skills and vocational experience in the field in which you wish to teach.

For example, to teach ‘business’ qualifications, you will need a business qualification (to at least the level you wish to teach), along with several years of relevant experience working in the business sector. To teach ‘hairdressing’, you will need a qualification in hairdressing (to at least the level you wish to teach), along with several years of relevant experience working as a hairdresser.

These requirements will be discussed with you as part of our enrolment process, to assist National Training Masters (NTM) in determining the best enrolment options for you. Completing this Intake Booklet is essential to ensure you are in the correct version of the course.

This document is designed to gather information on your knowledge, skills, experience, and career plans for the future.

Completing the application pack will assist us to make sure the course is right for you and to customise your learning program.

**Please complete this document accurately, honestly and to the best of your ability.**

Once you have completed the intake booklet e-mail back to Administration at [admin@ntm.edu.au](mailto:admin@ntm.edu.au)

If you have questions or require assistance completing the application pack call 1300 653 501.

# 

# Step 1: Background Information

**Instructions**: complete all questions. It is essential that you fill in as many details as possible. The background information is required for both the application process and enrolment, watch here why [accurate details are so important](https://www.youtube.com/watch?v=hveBYeuGee4). If your workplace is sending you for training, it is essential that you, as the applicant, complete these details. If you prefer you may print this booklet, scan and send back to [admin@ntm.edu.au](mailto:admin@ntm.edu.au). Activate the checkboxes to indicate your responses (⌧):

## Personal details

**1. Contact details**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** |  | **Family Name:** |  |
| **Date of Birth** |  | **Age:** |  |
| **Gender** | Female | Male | Other |
| **Home Phone** |  | **Work Phone** |  |
| **Mobile** |  | | |
| **E-mail** |  | | |
| **Address** |  | | |
| **Postcode** |  | **State:** |  |
| **Unique Student Identifier (USI)**  From 1 January 2015, National Training Masters cannot issue you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/> on computer or mobile device. Please note that if you would like to specify your gender as ‘other’ you will need to contact the USI Office for assistance. | | | |
| **USI** |  |  |  |

## Language and cultural diversity

**2. In which country were you born?** Australia  Other - *please specify which country*

**3. Do you speak a language other than English at home?**

(If more than one language, indicate the one that is spoken most often)

No, English only  Yes, other – *please specify which language*

**4. Are you of Aboriginal or Torres Strait Islander origin?**

(For persons of both Aboriginal and Torres Strait Islander origin, mark both ‘Yes’ boxes)

No

Yes, Aboriginal

Yes, Torres Strait Islander

## Disability

**5. Do you consider yourself to have a disability, impairment or long-term condition, including mental health and chronic health conditions?**

Yes

No

*No – Go to question 7*

**6. If you indicated the presence of a disability, mental health, impairment, long-term or chronic condition, please select the area(s) in the following list:**

(You may indicate more than one area)

Hearing/deaf  
 Physical  Intellectual   
 Learning  
 Mental health  
 Acquired brain impairment  
 Vision  
 Medical condition  
 Other - *please specify*

## Previous and Current Education and Training

Please complete the following by activating the boxes or providing information where necessary (⌧):

**7**. Which is the highest grade you **finished** at school?  
  
 never attended school  
 year 8 or below  
 Year 9  
 Year 10  
 Year 11  
 Year 12 / HSC / IB / TPC

**8.** What was the last year of your enrolment at school:   
  
**9.** Are you still enrolled in secondary or senior secondary education?

Yes  
 No

## Post-secondary education

**10.** Have you **successfully** **completed** any qualifications?  No  Yes

**11.** If **YES**, then tick any applicable boxes):

Statement of Attainment  Certificate III  Advanced Diploma  
 Certificate I  Certificate IV  Bachelor Degree or higher  
 Certificate II  Diploma  other: specify

Tick the applicable boxes below to indicate where you obtained the above qualifications:

TAFE  
 HSC VET Framework Course  
 Community College  
 Private Training Provider  
 University/Higher Education  
 Overseas

## Qualifications and certificates

**12**. In the table below, please list any courses you have **completed** or in which you are currently enrolled.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Course Name*** | ***Institution*** | ***State/Country*** | ***Year Finished*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Note: 🗎 attach certified copies of all transcripts from university / TAFE / RTO and any trade licences you have to this intake booklet**

## Work experience

**13.** **Please list your previous/current work experience or employment history, including voluntary and paid work**. Start with your current position:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Position/Job*** | ***Company/Organisation*** | ***Length of Employment*** | ***Full Time/***  ***Part Time*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**14. Does your current job role include workplace training and assessment** (workplace training includes staff induction, professional development, mentoring, coaching, working with trainees and apprentices). Select all those that apply by activating the checkboxes:   
  
 Yes, workplace training  
 Yes, in a TAFE, RTO, Enterprise Training, Community college or higher education   
 No

**15.** **Provide written consent for us to contact your current employer**. This information will be used for intake purposes, especially for recognition of prior purposes:  
  
 Yes, Self-employed (do not complete the details below, continue to item 16)  
 Yes, I provide consent

Contact details, proving these details will fast-track your intake application:

|  |  |
| --- | --- |
| **Employer** |  |
| **Employer contact name:** |  |
| **Preferred phone number** |  |
| **E-mail** |  |

No, not currently working, or  
 No, I do not provide consent

**16. Provide a brief explanation of who will you be training and assessing in your workplace and what topics you will be covering**. For example, new worker induction, workplace training, work health and safety, professional development, non-accredited training, apprentices, trainees, standard operating procedures, etc… (write about 100 words):

## Support during training

**17. Who do you have access to at work who can support you in the training program**? (detail all key personnel, managers, colleagues, human resources management, learning and development)

**18. There will be research, reflection and assessment time required outside of the training. How will you ensure you will be able to manage work, personal and study commitments?** (50 words)

**19**. **Are there any other factors that influenced your education and training (for instance, isolation, health, family or personal circumstances?**

No  
 Yes (please detail below)

# Step 2: Workplace Training

***Instructions:***

Foundation skills are the underpinning communication and employability skills required for participation in the workplace, the community and in adult education and training. There have been a range of terms used to describe these skills in the past. Language, literacy and numeracy, or LLN, is the traditional way of referring to the ability to speak, listen, read and write in English, and to use mathematical concepts. Foundation skills is a new term used in Vocational Education and Training, think about the term loosely covering the range of skills needed to communicate at work, at home and in the community.

In this part of the pre-training process we are going to ask you a series of questions about your experiences in workplace training. There is also a section on using technology as the course at National Training Masters is completed electronically - we no longer print volumes of assessment and training material as part of our commitment to sustainable work practices. Write about 50 words per question.

**1. Why do you want to undertake the CIV Training and Assessment**?

**2. What experience do you have delivering training to work, TAFE/RTO or community groups or one-to-one training in the workplace?**

**3. Detail three things you would like to learn, develop and take away from undertaking the CIV Training and Assessment**:

**4. Would you like extra assistance with the course, such as 1:1 tutorial and/or small group workshops? Detail what type of help you would like, such as assistance with writing, assignments, using computers, getting organised etc**.

**5. After completing the TAE40116 where will you be using the qualification** (select all that apply):

workplace training  TAFE/RTO/ trainer/assessor  other:

**6.** **What employment are you hoping to attain after completing this qualification?**

**7. If you are entering a new industry or role in workplace training, why have you made the decision to do so?**

**8. How will undertaking the CIV Training and Assessment help you to achieve your medium and long-term goals? When answering this question include your personal, career plans and goals** (about 100 words)

**9.** **What further study, professional development and qualifications are you planning on undertaking after completing this qualification?**

## Workplace training and assessment qualifications

**10. Have you completed any other Training and Assessment qualifications or skill sets** (indicate all that apply):

BSZ40198 CIV in Assessment and Workplace Training

TAA40104 CIV in Training and Assessment

TAE40110 CIV in Training and Assessment

Associate degree in Adult / Vocational Education and Training

Bachelor’s degree in Adult / Vocational Education and Training

Assessor skill set or equivalents such as Army Assessor

Trainer skill set or equivalents such as Army Trainer

**Note: 🗎 attach certified copies of all transcripts from university / TAFE / RTO, and/or any statements of attainment you may have to this intake booklet**

**11. How did you hear about National Training Masters**?

## 

## Using computer technology: digital literacy

How confident do you feel you can use the following computer technologies and programs.... select the appropriate skill level for each item. Simply activate by clicking the box ⌧ next to the statement that applies to your skills at the moment:

**12**. Operating a Personal Computer (PC) or Mac: turning on the computer, logging in, opening applications, using a mouse, saving documents etc...

Very Confident  Pretty Good  Average  Basic  Would like help

**13.** Microsoft Word (or similar program such as Pages), such as formatting, inserting pictures, using headers/footers, version control etc....

Very Confident  Pretty Good  Average  Basic  Would like help

**14.** Internet Explorer (Safari, Google Chrome or equivalent), searching the internet, typing in web pages, using Google or Bing…

Very Confident  Pretty Good  Average  Basic  Would like help

**15.** E-mail - sending and receiving e-mail through Hotmail, Gmail, Yahoo, Outlook etc...

Very Confident  Pretty Good  Average  Basic  Would like help

**16.** PowerPoint (or similar program such as Keynote), designing, formatting, inserting pictures, creating transitions etc....

Very Confident  Pretty Good  Average  Basic  Would like help

# CHECKLIST FOR CANDIDATE:

To ensure you have completed the intake booklet, use this checklist to assist you in finalising your application (activate by clicking the box ⌧) before sending back to NTM:

Step 1: Background Information   
 Step 2: Workplace Training Experience   
 Attached certified copies of courses and transcripts from TAFE, RTO, University or other training providers

Save this document in Word (.doc or docx) do not convert to a PDF. Once completed send all the attachments including this intake booklet via e-mail to [admin@ntm.edu.au](mailto:admin@ntm.edu.au), in person or via post:

In Person: 1/44 Manning Street, Kiama NSW 2533  
 Monday - Friday, 9am - 5pm

or  
  
Mail: PO Box 4225, Pitt Town, NSW 2756  
  
What happens next?

Once we receive your application, you will receive a confirmation e-mail. Within 3 working days the TAE Co-ordinator will call and interview you regarding your application and suitability into the CIV Training and Assessment program.

At NTM we have three options for prospective students:

**Option 1: Entry Level**, 12 months, 1 day a week over two semesters

**Option 2: Advanced Entry**, 6 months, 1 day a week over one semester

**Option 3: RPL Pathways** for existing holders of the TAE40110 CIV Training and Assessment

On the next page are the interview questions that you will be asked, they are provided for you as a guide. During the interview, the TAE Coordinator will record your responses, and at the end of the interview you will find out the outcome of the intake process. It will take around 15 minutes, and we have a range of days and times available. You will be provided with the option that best suits your skills and existing qualifications.

There is no obligation to enrol if you are offered a place, so the interview is a great chance to ask lots of questions and find out if this is the course for you.

# 

# Step 3: Interview with the TAE Coordinator

**Do not complete this section; these questions are for your guidance during the phone interview.**

## Interview questions:

**1. What experience do you have with workplace training and assessment?**

**2. How will you manage attending class, undertaking assessments, completing readings and balancing family/work commitments?**

**3. How did you find completing the last qualification/course, what did you learn, what could have been improved?**

**4. In 12 months where do you see yourself using the TAE40116 Training and Assessment?**

**5. How do currently maintain your own Professional Development (PD) / Continual Professional Development (CPD)?**

# 

# OFFICE USE ONLY: YOUR OFFER

**Instructions for Intake Officer: Once the candidate completes parts 1-2 and the interview has been undertaken determine the following:**

|  |  |  |
| --- | --- | --- |
| ***Rationale for accepting the learner into TAE40116***  *Considering the information provided by the learner in the application pack, discussions with the learner and the result of their foundation skills assessment, activate as many statements as they apply and use these as the basis for determining whether the course is suitable and appropriate for the learner. At least* ***one*** *of the first 3 statements must apply.* | | |
|  | **Yes** | **No** |
| **1. This course will enable the learner to obtain the required skills to make them job-ready** |  |  |
| **2. This course will assist the learner to undertake further training** |  |  |
| **3. This course will promote/enable access to training for disadvantaged learners** |  |  |
| **4. The learner has sufficient foundation skills, language, literacy and numeracy skills to successfully undertake the course** |  |  |
| **6. The learner has appropriate work experience and/or level of skills and ability to undertake this course successfully** |  |  |
| **7. The learner meets the entry requirements of the course** |  |  |
| **8. The learning strategies and materials used in this course are suitable for the learner** |  |  |
| **9. If required, appropriate support services, referrals and course customisation is available, disability, adult basic education and career development** |  |  |
| **10. This course is aligned with the learner’s work/career/participation aspirations** |  |  |
| **11. This course will give the learner the skills and knowledge required for their chosen vocation** |  |  |
| **12. This course provides LLN and CSfW development** |  |  |
| **13. This course will give the learner an opportunity to advance into further study for their chosen articulation pathways** |  |  |
| **14. RPL options maximise the time of the learner appropriately** |  |  |
| **15. This course will provide formal recognition of the learner’s current skills and knowledge** |  |  |
| **16. This course minimises duplication of the learner’s existing competencies** |  |  |
| **17. This course is at an appropriate AQF level for the learner** |  |  |
| **18. This course is the most appropriate training option for the learner** |  |  |

**Recommendation: based on the PTA and Interview, determine the following:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Offer:** | 1. Entry level | 2. Advanced | 3: RPL | Referral: | |
| **Interviewer** |  | **Date** |  | **Time** |  |
| **Offer accepted** | Yes | No | On waiting list | other: | |
| **Day** |  | **Location** |  | **SN#:** |  |
| **Application form sent** | | Yes | No | **Date** |  |

**Privacy Statement:** This Application Pack and interview is a confidential and controlled document. Learners may review this document by contacting Administration. Store in Learner file.   
Remember to send your application pack to [admin@ntm.edu.au](mailto:admin@ntm.edu.au) and keep a copy

**END OF APPLICATION PACK**