

CHARLES STURT
UNIVERSITY



School of Education

**Associate Degree in Vocational Education &
Training**

Bachelor of Vocational Education & Training

**Graduate Diploma of Vocational Education &
Training**

Information Guide

2009

STUDENT INFORMATION BOOKLET

This booklet is designed to provide you with an overview of the structure of VET courses, a brief description of the contents of each subject and to introduce you to CSU VET staff.

The Courses

You will be enrolled in one of the following VET programs:

- Associate Degree in Vocational Education & Training
- Bachelor of Vocational Education & Training
- Graduate Diploma in Vocational Education & Training

These courses address the professional needs of those wishing to work as teachers, trainers, lecturers, learning facilitators or consultants in the vocational education and training (VET) sector, and those already practising in these roles.

These VET courses aim to foster in all students the development of:

- an understanding of the broad socio-economic and political context in which vocational education and training is located;
- an understanding of competence and competency-based education and training;
- knowledge about adolescents and adults, and learning;
- skills in teaching and training;
- competency in the use of technology for the delivery of instruction and support of learning;
- the capacity to design and manage vocational education and training programs;
- skill in the assessment of student learning and the evaluation of programs;
- an awareness of the value of open and lifelong education;
- a predisposition to reflect upon and to accept professional responsibility for their own continuing education;
- the ability to analyse and think critically and constructively about current developments in vocational education and training; and
- expertise in communication.

For more information about CSU's VET courses please refer to our VET website at:

<http://www.csu.edu.au/faculty/educat/edu/vetfolder/index.htm>

Mode of Study

All courses are studied by distance education, comprising printed study materials with on-line support available. There is no compulsory residential requirement.

The recommended rate of progress for students who also have work and/or family commitments is two subjects per semester. You are welcome to vary this rate of progress within normal University limits. It is recommended that you consult with your Course Co-ordinator if you wish to attempt more than two subjects in any one semester, as many students find more than two subjects too heavy a load. Some students study 'full-time' (4 subjects a semester) by special arrangement with their employer.

Students have responsibility for actioning variations in enrolment and for making themselves aware which subjects are available in which semester, so that they avoid a situation where a subject required to complete their course is not available in the required semester.

Students also have the responsibility to complete their re-enrolment for the following semester. Students can do this by accessing the Student Administration site via 'my.csu' on the CSU website.

ASSOCIATE DEGREE IN VOCATIONAL EDUCATION & TRAINING

Length & mode

2 years part time or 1 year full time study by distance education

Course code & location

EETA/3113TE Wagga Wagga

Admission Requirements

The program is available by distance education and is designed as an entry level course for people who wish to work in vocational education and training settings as a teacher or trainer. It corresponds to the first half of the Bachelor of Vocational Education and Training course. This course provides students with the opportunity for 100% credit into a *TAA40104 Certificate IV in Training & Assessment*.

Students must have a recognised vocational qualification at trade certificate (Certificate III) level or above, or equivalent, and a minimum of three years relevant experience. The *BSZ40198 Certificate IV in Assessment & Workplace Training* or *TAA40104 Certificate IV in Training & Assessment* do not count as vocational qualifications for entry purposes.

Course structure

<p>This program of study is to be undertaken by students who do not hold a <i>TAA40104 Certificate IV in Training & Assessment</i>.</p>	<p>This program of study only applies to students who hold a <i>TAA40104 Certificate IV in Training & Assessment</i>.</p>
<p>PART TIME</p> <p>Session 1 (Autumn) EML102 Written Communication EPT301 Teaching and Training in VET</p> <p>Session 2 (Spring) EPT301 Teaching and Training in VET EEL320 Learning Theories for Post Compulsory Education</p> <p>Session 3 (Autumn) EPT322 Training in Workplaces EEL120 Social Context and Individual Differences</p> <p>Session 4 (Spring) EEP220 The Social and Economic Policy Context for VET EEE220 Program Design and Assessment in VET</p>	<p>PART TIME</p> <p>Session 1 (Autumn) EML102 Written Communication EEL120 Social Context and Individual Differences</p> <p>Session 2 (Spring) EEL320 Learning Theories for Post Compulsory Education EEP220 The Social and Economic Policy Context for VET</p> <p>Session 3 (Autumn) EEB321 Reflective Practice in VET*</p>

Associate Degree in Vocational Education & Training continued:-

<p>This program of study is to be undertaken by students who do not hold a <i>TAA40104 Certificate IV in Training & Assessment</i>.</p>	<p>This program of study only applies to students who hold a <i>TAA40104 Certificate IV in Training & Assessment</i>.</p>
<p>FULL TIME</p> <p>Session 1 (Autumn) EML102 Written Communication EEL120 Social Context and Individual Differences EPT301 Teaching and Training in VET EPT322 Training in Workplaces</p> <p>Session 2 (Spring) EPT301 Teaching and Training in VET EEL320 Learning Theories for Post Compulsory Education EEP220 The Social and Economic Policy Context for VET EEE220 Program Design and Assessment in VET</p>	<p>FULL TIME</p> <p>Session 1 (Autumn) # EML102 Written Communication EEL120 Social Context and Individual Differences</p> <p>Session 2 (Spring) EEB321 Reflective Practice in VET* EEL320 Learning Theories for Post Compulsory Education EEP220 The Social and Economic Policy Context for VET</p> <p>* Before enrolling in this subject students must have completed the <i>TAA40104 Certificate IV in Training & Assessment</i>.</p> <p># Due to Subject Availability please note that this session does not constitute a full time enrolment load.</p>

BACHELOR OF VOCATIONAL EDUCATION & TRAINING

Length & mode

2 years full time or 4 years part time study by distance education

Course code & location

EETC/3413T3 Trade Certificate entry

The course is designed to meet the needs of TAFE teachers, and teachers or trainers in similar settings such as business and community colleges, the defence forces, industry, and commerce and those working as private consultants. This course provides students the opportunity of 100% credit into the *TAA40104 Certificate IV in Training & Assessment*.

Admission Requirements

Students must have a recognised technical/vocational qualification such as a trade certificate (Certificate III), advanced certificate (Certificate IV), associate diploma, diploma or the appropriate tertiary qualification, or equivalent, and a minimum of three years relevant industrial experience. The *BSZ40198 Certificate IV in Assessment & Workplace Training* or *TAA40104 Certificate IV in Training & Assessment* do not count as vocational qualifications for entry purposes.

Course structure

This program of study is to be undertaken by students who do not hold a <i>TAA40104 Certificate IV in Training & Assessment</i> .	This program of study only applies to students who hold a <i>TAA40104 Certificate IV in Training & Assessment</i> .
<p>PART TIME</p> <p>Session 1 (Autumn) EML102 Written Communication EPT301 Teaching and Training in VET</p> <p>Session 2 (Spring) EPT301 Teaching and Training in VET EEL320 Learning Theories for Post Compulsory Education</p> <p>Session 3 (Autumn) EPT322 Training in Workplaces EEL120 Social Context and Individual Differences</p> <p>Session 4 (Spring) EEP220 The Social and Economic Policy for VET EEE220 Program Design and Assessment in VET</p> <p>Session 5 (Autumn) EEB220 Language, Literacy & Numeracy in VET ERP440 Research in VET</p>	<p>PART TIME</p> <p>Session 1 (Autumn) EML102 Written Communication EEL120 Social Context and Individual Differences</p> <p>Session 2 (Spring) EEL320 Learning Theories for Post Compulsory Education EEP220 The Social and Economic Context for VET</p> <p>Session 3 (Autumn) EMT220 Flexible Delivery in the VET Sector ERP440 Research in VET</p> <p>Session 4 (Spring) EEB321 Reflective Practice in VET* [] Elective</p> <p>Session 5 (Autumn) EEB320 The VET Practitioner in an Entrepreneurial Environment EEB220 Language, Literacy & Numeracy in VET</p>

<p>Session 6 (Spring) EPT320 High Level Facilitation Skills for Post Compulsory Education EMT220 Flexible Delivery in the VET Sector</p> <p>Session 7 (Autumn) [] Elective EEB320 The VET Practitioner in an Entrepreneurial Environment</p> <p>Session 8 (Spring) EEB330 Developing the VET Practitioner [] Elective</p>	<p>Session 6 (Spring) EEB330 Developing the VET Practitioner EPT320 High Level Facilitation Skills for Post Compulsory Education</p> <p>Session 7 (Autumn) [] Elective</p>
<p>This program of study is to be undertaken by students who do not hold a <i>TAA40104 Certificate IV in Training & Assessment</i>.</p>	<p>This program of study only applies to students who hold a <i>TAA40104 Certificate IV in Training & Assessment</i>.</p>
<p>FULL TIME</p> <p>Session 1 (Autumn) EML102 Written Communication EEL120 Social Context and Individual Differences EPT301 Teaching and Training in VET EPT322 Training in Workplaces</p> <p>Session 2 (Spring) EPT301 Teaching and Training in VET EEL320 Learning Theories for Post Compulsory Education EEP220 The Social and Economic Policy Context for VET EEE220 Program Design and Assessment in VET</p> <p>Session 3 (Autumn) EEB220 Language, Literacy & Numeracy in VET EEB320 The VET Practitioner in an Entrepreneurial Environment ERP440 Research in VET [] Elective</p> <p>Session 4 (Spring) EPT320 High Level Facilitation Skills for Post Compulsory Education EEB330 Developing the VET Practitioner [] Elective EMT220 Flexible Delivery in VET Sector</p>	<p>FULL TIME</p> <p>Session 1 (Autumn) # EML102 Written Communication EEL120 Social Context and Individual Differences EMT220 Flexible Delivery in the VET Sector EEB220 Language, Literacy & Numeracy in VET</p> <p>Session 2 (Spring) EEB321 Reflective Practice in VET* EEL320 Learning Theories for Post Compulsory Education EEP220 The Social and Economic Policy Context for VET EPT320 High Level Facilitation Skills for Post Compulsory Education</p> <p>Session 3 (Autumn) EEB320 The VET Practitioner in an Entrepreneurial Environment ERP440 Research in VET [] Elective [] Elective</p> <p>Session 4 (Spring)# EEB330 Developing the VET Practitioner</p> <p>* Before enrolling in this subject students must have completed the <i>TAA40104 Certificate IV in Training & Assessment</i>.</p> <p># Due to Subject Availability please note that this session does not constitute a full time enrolment load.</p>

Bachelor of VET Elective Choices:

At least one elective must be selected from the list below. An elective chosen outside the VET program must be approved by the Course Coordinator:

EEL408 Effective Communication in VET
 EEL406 Mentors and Mentoring
 EMC414 Curriculum Studies: Voc Ed
 HRM310 Developing Human Resources
 HRM320 Issues in Human Resource Management

GRADUATE DIPLOMA IN VOCATIONAL EDUCATION & TRAINING**Length & mode**

1 year full time or two years part time by distance education

Course code & location

EETG/3613TE Wagga Wagga

This course qualifies students to teach in TAFE, in a variety of non-TAFE providers of VET and to work as trainers in industry. The course provides students with the opportunity for 100% credit into a *TAA40104 Certificate IV in Training & Assessment*.

Admission Requirements

Applicants must hold an appropriate degree (i.e. undergraduate Bachelor degree) from a recognised university and have a minimum of one year relevant industrial experience or equivalent.

Course structure

This program of study is to be undertaken by students who do not hold a <i>TAA40104 Certificate IV in Training & Assessment</i> .	This program of study only applies to students who hold a <i>TAA40104 Certificate IV in Training & Assessment</i> .
<p>PART TIME</p> <p>Session 1 (Autumn) EEL320 Learning Theories for Post Compulsory Education EPT301 Teaching and Training in VET</p> <p>Session 2 (Spring) EPT301 Teaching and Training in VET EEP440 VET in the Economy and Society</p> <p>Session 3 (Autumn) EEL445 The Individual in Society EPT322 Training in Workplaces</p> <p>Session 4 (Spring) EPT320 High Level Facilitation Skills for Post Compulsory Education EEE220 Program Design and Assessment in VET</p>	<p>PART TIME</p> <p>Session 1 (Autumn) EEL320 Learning Theories for Post Compulsory Education EEL445 The Individual Society</p> <p>Session 2 (Spring) EEP440 VET in the Economy and Society EPT320 High Level Facilitation Skills for Post Compulsory Education</p> <p>Session 3 (Autumn) EEB321 Reflective Practice in VET*</p>

Graduate Diploma of Vocational Education & Training continued:

<p>This program of study is to be undertaken by students who do not hold a <i>TAA40104 Certificate IV in Training & Assessment</i>.</p>	<p>This program of study only applies to students who hold a <i>TAA40104 Certificate IV in Training & Assessment</i>.</p>
<p>FULL TIME</p> <p>Session 1 (Autumn) EPT322 Training in Workplaces EPT301 Teaching and Training in VET EEL445 The Individual in Society EEL320 Learning Theories for Post Compulsory Education</p> <p>Session 2 (Spring) EPT301 Teaching and Training in VET EEP440 VET in the Economy and Society EPT320 High Level Facilitation Skills for Post Compulsory Education EEE220 Program Design and Assessment in VET</p>	<p>FULL TIME</p> <p>Session 1 (Autumn) EEL320 Learning Theories for Post Compulsory Education EEL445 The Individual in Society EEP440 VET in the Economy and Society EEB321 Reflective Practice in VET*</p> <p>Session 2 (Spring) EPT320 High Level Facilitation Skills for Post Compulsory Education #</p> <p>* Before enrolling in this subject students must have completed the <i>TAA40104 Certificate IV in Training & Assessment</i>.</p> <p># Due to Subject Availability please note that this session does not constitute a full time enrolment load.</p>

POSTGRADUATE STUDY – MASTER OF EDUCATION

If you are interested in postgraduate study after completing the *Bachelor of Vocational Education and Training* or the *Graduate Diploma of Vocational Education and Training* then the Faculty of Education offers an 8-10 subject *Master of Education* degree which can be undertaken with a VET focus.

Information regarding the course is available via the VET website:

<http://www.csu.edu.au/faculty/educat/edu/vetfolder/index.htm>

Further enquiries can be directed to:

Dr Brian Hemmings
Course Coordinator
Telephone: 02 69332451
Facsimile: 02 69332888
Email: bhemmings@csu.edu.au

BRIEF SUBJECT DESCRIPTIONS

Level 1

EEL120 The subject introduces students to the concepts of society and the individual, and their interrelationship. A sociological and historical approach is adopted that emphasises the development of the modern industrial and post-industrial state and its complex relationship with social collectives and individuals. Emphasis is placed on the role of social institutions in shaping individual and collective difference. The subject explores the sociological factors that create the environment in which VET practitioners work.

EML102 This subject introduces students to reading and writing at the tertiary level in the context of communication theory and specifically prepares them for studying in the distance education mode.

Level 2

EEB220 This subject introduces students to the range of roles that language, literacy and numeracy play in education and training. An emphasis is placed on the Language, Literacy & Numeracy (LLN) skills that people need to have to effectively carry out their jobs and succeed in a vocational course. It will cover students, trainees and apprentices who are studying in a variety of work and training VET contexts. Students will focus on the types of teaching and assessment strategies that VET practitioners can use when they are working with people whose LLN levels are an impediment to their learning. This subject will include the content from the TAALLN401A unit of competency from the TAA40104 Training Package.

EEE220 **(Students who have completed EEE440 or who hold the TAA40104 Certificate IV in Training & Assessment are ineligible to enrol in this subject).** In this subject students will learn to work critically with VET curriculum including Training Packages. This will include selecting and customising appropriate curriculum for learner and client needs and developing and evaluating teaching programs. They will develop and trial a range of assessment tools and participate in assessment validation to meet both educational and compliance purposes. Students will explore curriculum theories. Assessment will include providing evidence of competency in the units DES401B, ASS403B, ASS404B, DES402B from the TAA40104 Training Package (<http://www.ntis.gov.au>)

EEP220 The aim of this subject is to provide students with an understanding of the relationship between skills and knowledge and economic and social development, so that they will be able to explain and interpret VET policies and practices. The focus of this subject is on the macro level environment within which VET policies and practices are developed.

EMT220 This subject introduces students to the different types of flexible delivery available in the VET sector, with a particular focus on online delivery. An emphasis is placed on the students developing the skills to use, evaluate and possibly modify flexible delivery resources to suit the needs and work contexts of their students. Students will focus on the particular pedagogies of flexible and online learning.

Level 3

EEB320 The aim of this subject is to provide an introduction to theories and practices relevant to the increasingly entrepreneurial environment in which a VET practitioner operates. Underpinning theories include ethical business practice and theories of entrepreneurship. The subject will cover the different perspectives and practices involved in operating in profit making arms of RTOs and operating as an external VET consultant.

EEB321 **(Students who have completed EEB221 or EEB430 should not enrol in this subject)** This subject is designed for students who have already completed and been given entry credit for the successful completion of the Certificate 1V in Training and Assessment (TAA40104). The subject builds on the Units of Competency covered in the TAA40104 and introduces students to broader and deeper understandings of these through wider reading and more critical assessments. In particular this subject encourages students to focus on the skills of critical reflection on their VET practice and the application of theoretical perspectives to the VET sector. Students are required as part of the subject to gather and submit 150 hours of previous teaching or training experience - of which 50 hours must be direct delivery of teaching or training.

EEB330 The aim of this subject is to provide underpinning skills and knowledge to enable the student to evaluate and critically apply lifelong learning principles and practices to the professional development of VET practitioners including him or herself. It will therefore address the professional development of a VET practitioner from both organisational and self-development perspectives. An emphasis is placed on developing knowledge and skills through reflections on and in VET practice. An opportunity is provided for students to reflect on their learning in the VET course, including the extent to which they have developed the CSU graduate qualities.

EEL320 **(Students who have completed EEL220 or EEL440 should not enrol in this subject).** The subject explores learning theories and practices associated with the roles of adults and adolescents in the workplace. A multidisciplinary approach is adopted that draws from educational, sociological, psychological, and human resources perspectives. Theories of individual, adult and adolescent development will be complemented with ideas drawn from a range of organisational learning perspectives.

EPT301* **(Students who have completed EPT220 or EPT430 should not enrol in this subject)** In this subject that extends across 2 semesters students will learn how to plan, teach, assess and evaluate in an institutional Registered Training Organisation. Students will learn about, and operate within, policy and regulatory frameworks both government and organisational. Students will satisfy the following requirements from the Certificate 1V in Training and Assessment Systems (TAA40104) and will be assessed against the accompanying Units of Competency: ENV401B, ENV402B, ENV403B, DEL401B, DEL402B, ASS401B and ASS402B.

Students will engage with theories relating to teaching, training, assessment and evaluation and will link these to their practice. A practicum of 130 hours is included in this two-semester subject.

EPT320* **(Students who have completed EPT440 should not enrol in this subject).** This subject introduces students to a range of theories and practices that extend their knowledge of the role of the teacher and facilitator in a variety of contexts. The subject focuses on delivery that is learner centred that takes account of the backgrounds, locations, learning styles and learning preferences of students. The subject covers self directed learning, independent learning and lifelong learning and the strategies that can be used to develop these skills in VET students. The subject introduces students to both the theory and practice of evaluation and its usefulness as a tool for improvement in the VET sector. It also includes material on the customisation of Training Packages to accommodate student learning needs. Emphasis is placed on the development of a critical appreciation of the social, economic, racial and political factors that shape the capacities of learners.

A 100 hour Practicum in an enterprise or Institutional RTO is part of this subject.

EPT322* **(Students who have completed EPT210 or EPT423 should not enrol in this subject)** In this subject students will learn how to train and assess individuals and groups in workplaces through demonstration and instruction. They will do this within the context, policy and regulatory frameworks of the particular organisation. They will devise training plans for individual workers. They will become familiar with the gathering of evidence for workplace assessment, including for the purposes of Recognition of Current Competency (RCC) and Recognition of Prior Learning (RPL). They will understand and be able to apply the basic principles of training needs analysis. Students will explore, apply and critique a range of theories relating to workplace learning and analyse the place of training in business strategy. Assessment will include providing evidence of competency in the units DEL301B, DEL403B, DEL404B from the TAA40104 Training Package (<http://www.ntis.gov.au>). A 70-hour practicum in an enterprise is part of the subject of which 35 hours must be on-site in an enterprise.

HRM310 This subject deals with the major aspects of the process of training and developing people in organisations. The theoretical framework is informed by a study of learning theory which then leads into a study of the core functions of Human Resource Development and its application in the organisation. The subject keeps a practical as well as theoretical balance in its approach.

HRM320 This subject examines contemporary issues in Human Resource Management that are of importance in the academic study of human resources and/or in the practice of human resource management in Australian organisations.

Level 4

EEL406 This subject is to provide an understanding of the place of mentoring in education and training and to develop skills in the process of mentoring and the design, implementation and evaluation of workplace mentoring programs.

EEL408 This subject is concerned with knowledge about effective communication in the context of vocational education and training and includes studies of communication within the workplace and within organisations. It prepares students to teach communication in vocational education and training settings.

EEL445 The subject introduces students to the concepts of society and the individual, and their interrelationship. A sociological and historical approach is adopted that emphasises the development of the modern industrial and post-industrial state and

its complex relationship with social collectives and individuals. Emphasis is placed on the role of social institutions in shaping individual and collective difference. The subject introduces students to sociological theories and relates these to the particular VET setting in which the students are working. It also focuses on "dimensions of disadvantage" in both theoretical and practical contexts. Social justice and equity are explored in the current Australian context.

EEP440 The aim of this subject is to develop the student's understanding of the relationship between skills and knowledge and economic and social development, so that they will be able to interpret, critique and apply national and state VET policies. The major focus of this subject is on the macro and institutional environment within which VET policies and practices are developed and applied with a minor focus on enterprise contexts.

EMC414 **(Students who have completed EMC409 or EMC410 should not enrol in this subject)** This subject is designed to introduce students to teaching vocational education in secondary schools and the nature and purpose of such studies in the broader context of vocational education and training. It also provides students with the opportunity for planning, programming, teaching and assessing in their major specialisation in vocational education and training in the context of the relevant secondary curriculum in their state or territory.

ERP440 The subject requires the student to conceptualise, design and undertake a small negotiated workplace or theoretical research project. After an overview of evaluation theory and its relationship with research, students proceed to the development of a research proposal, undertaking a literature review, conducting ethical research, and reporting in a recognised format.

* These subjects contain a practicum component. A practicum handbook will provide more detailed guidance.

TAA40104 CERTIFICATE IV IN TRAINING & ASSESSMENT

The Australian Quality Training Framework (AQTF) standards for Registered Training Organisations (RTO's) lists TAA40104 (or its predecessor qualification BSZ40198 Certificate IV in Assessment and Workplace Training) as an essential requirement for people delivering training and conducting assessment for the award of a nationally recognised qualification in line with Training Package requirements. Generally, you will require the TAA40104 certificate in order to work in the VET sector. For this reason, CSU's VET teacher training programs embed TAA40104 as a way to ensure that graduates have the required vocational teaching qualification.

It should be noted that in NSW, Universities are not able to issue vocational qualifications. For this reason, CSU School of Education has arranged with CSU Training, a Registered Training Organisation (RTO) operated by Charles Sturt Services Ltd, which is a company wholly owned by Charles Sturt University, to issue your TAA qualification through a recognition arrangement.

If you wish to be issued with the TAA40104 certificate at the completion of your studies, you will be need to enrol with CSU Training. **At the start of your first semester of study, you will receive an invitation to enrol with CSU Training to receive your TAA40104 certificate.** Upon the successful completion of the TAA40104 embedded subjects, your certificate will be posted to you, subject to the payment of all fees.

Associate Degree and BVET

EPT301 Teaching and Training in VET (16 subject points) (previously coded as EPT220)
EPT322 Training in Workplaces (previously coded as EMC220 or EPT210)
EEE220 Program Design and Assessment in VET

Graduate Diploma of VET

EPT301 Teaching and Training in VET (16 subject points) previously coded as EPT430
EPT322 Training in Workplaces (previously coded as EMC440 or EPT423)
EEE220 Program Design and Assessment in VET (previously coded as EEE440)

Embedding of Training & Assessment units of competency within CSU VET subjects

Subject code	Subject name	Hours of prac	Units of competency included
EPT301 (Full Year subject) <i>Previously coded as EPT220 or EPT430.</i>	Teaching and Training in VET	130	TAADEL401B Plan and organise group-based delivery TAAENV402B Foster and promote an inclusive learning environment TAAENV403B Ensure a healthy and safe learning environment TAAASS401B Plan and organise assessment TAAASS402B Assess competence TAADEL402B Facilitate group-based learning TAAENV401B Work effectively in vocational education and training
EPT322 <i>Previously coded as EMC220, EMC440, EPT210 or EPT423</i>	Training in Workplaces	70	TAADEL301B Provide training through instruction and demonstration of work skills TAADEL403B Facilitate individual learning TAADEL404B Facilitate work based learning
EEE220 <i>Previously coded as EEE440</i>	Program Design and Assessment in VET	N/A	TAADES401B Use Training Packages to meet client needs TAADES402B Design and develop learning programs TAAASS403B Develop Assessment Tools

SUMMARY OF ARRANGEMENTS

If you enter one of our courses (post 2006) in either an Associate Degree in VET, Bachelor of VET or Graduate Diploma of VET then the following arrangements apply:

- If you currently possess the *TAA40104 Certificate IV in Training and Assessment* before entering the VET course then you will be eligible to receive 24 subject points as credit. This will be represented as *VET03C Certificate IV TAA04 Credit* and will be listed as Forward Credit (i.e. temporary credit) until *EEB321 Reflective Practice in VET* (in the Associate Degree in VET or Bachelor of VET or in the Graduate Diploma of VET) is successfully completed.

The subject EEB321 requires students to submit substantiated evidence of 150 hours of previous teaching or training experience. The University does not have a role in arranging a practicum for these subjects.

- If you are in the process of completing* the *TAA40104 Certificate IV in Training and Assessment* then you need to provide proof of your enrolment in this course with your Application for Admission documentation in order to apply for the above-mentioned credit arrangements.

* Please note that students who do not fully complete the *TAA40104 Certificate IV in Training and Assessment* will have the *VET03C Certificate IV TAA04 Credit – 24 subject points Forward Credit* rescinded and will be required to complete the full course program.

- If you possess the *BSZ98 Certificate IV in Assessment & Workplace Training* only, you have the option of completing the whole CSU VET course, or you can upgrade to *TAA40104 Certificate IV in Training & Assessment* (through CSU Training or another Registered Training Organisation) and then enter our course with your TAA40104 and apply for the 24 subject points credit (as indicated above). Refer to <http://www.csu.edu.au/faculty/educat/edu/vetfolder/certiv.htm> for further information.
- There is no credit for units of competency from a partially completed (with no intention to fully complete) *TAA40104 Certificate IV in Training & Assessment*.
- There is no credit for a *TAA40104 Certificate IV in Training & Assessment* that you have enrolled in after starting your CSU VET course. Credit is not retrospective once you are already enrolled – that is, credit must be applied for **at the point of admission**.

If you commenced your course with CSU before Autumn Session 2006 then the following arrangements apply:

- The *TAA40104 Certificate IV in Training & Assessment* was not addressed in the previous course structures.
- If you held the *BSZ98 Certificate IV in Assessment and Workplace Training* upon entry you may now consider upgrading to the *TAA40104 Certificate IV in Training & Assessment*. Additionally, you can choose to upgrade to the new Certificate IV TAA40104 whenever you like. Refer to <http://www.csu.edu.au/faculty/educat/edu/vetfolder/certiv.htm> for further information. The requirement for employment within TAFE on a permanent basis from 2009 will be the *TAA40104 Certificate IV in Training & Assessment* (particularly for sole assessors of training package units of competency). All Registered Training Organisations (RTOs) are required to employ a qualified assessor (i.e. holders of a *TAA40104 Certificate IV in Training & Assessment* with qualifications equal to or above those being assessed within their industry area) for each training package program. If this is not the case partnership with an organisation such as a TAFE, which has relevant qualified assessors, would be required.
- If you upgrade to the new *TAA40104 Certificate IV in Training & Assessment* while studying a VET program under the pre-2006 course structure please note that no credit will be granted towards your Associate Degree in VET, Bachelor of VET or Graduate Diploma of VET.

SUBJECT AVAILABILITY

Subject Code	Subject Name	2009	
		A	S
EEB220	Language, Literacy & Numeracy	A	S
EEB320	The VET Practitioner in an Entrepreneurial Environment	A	
EEB321	Reflective Practice in VET	A	S
EEB330	Developing the VET Practitioner		S
EEE220	Program Design and Assessment in VET		S
EEL120	Social Context and Individual Differences	A	
EEL320	Learning Theories for Post Compulsory Education	A	S
EEL406	Mentors and Mentoring		S
EEL408	Effective Communication in VET	A	
EEL445	The Individual in Society	A	S
EEP220	The Social and Economic Policy Context for VET		S
EEP440	VET in the Economy and Society	A	S
EMC414	Curriculum Studies: Voc Ed		S
EML102	Written Communication	A	S
EMT220	Flexible Delivery in the VET Sector	A	S
EPT301*	Teaching and Training in VET	A	S
EPT320	High Level Facilitation Skills for Post Compulsory Education	A	S
EPT322	Training in Workplaces	A	
ERP440	Research in VET	A	S
HRM310#	Developing Human Resources	A	
HRM320#	Issues in Human Resource Management		S

Legend: A = Autumn Session (40), S = Spring Session (70)

- * Denotes that this subject is a full year subject which can only be commenced in Autumn Session.
- # This subject is currently listed as HECS Band 2.

Students are advised to check subject availability carefully when departing from the usual pattern of study.

CONTACT DETAILS

VET Academic Staff

Dr Peter Rushbrook
Senior Lecturer
Ph: 02 69332564
Fx: 02 69332888
Email: prushbrook@csu.edu.au

Dr Cathy Down
Course Coordinator
Ph: 02 69332437
Fx: 02 69332888
Email: cadown@csu.edu.au

Ms Wendy De Luca
Associate Lecturer
Ph: 02 69332580
Fx: 02 69332888
Email: wdeluca@csu.edu.au

Mr Paul Galloway
Associate Lecturer
Ph: 02 69332743
Fx: 02 69332888
Email: pgalloway@csu.edu.au

Administrative Staff

Ms Adele Rosser
Course Administrative Officer
Ph: 02 69332496
Fx: 02 69332888
Email: arosser@csu.edu.au

Ms Jenny Logan
Professional Experience Administrator
Ph: 02 69334417
Fx: 02 69332803
Email: jelogan@csu.edu.au

Ms Mardi Henley
Liaison Officer, Student Administration
Ph: 02 69334070
Fx: 02 69332922
Email: mhenley@csu.edu.au