



# AUSTRALIAN INSTITUTE of EDUCATION & TRAINING



Diploma of Vocational Education & Training  
(TAE50111)

Course Information Guide



# Welcome to the Australian Institute of Education and Training

Hi, and welcome to the Australian Institute of Education and Training. Since 2003, the Australian Institute of Education & Training has successfully trained over 20,000 Australians, across a wide range of courses and programs.

Australian Institute of Education & Training programs are designed around each learner as an individual, with a range of flexible assessment strategies and frameworks, structured workplace learning and work placement programs, self and online testing tools, all designed to provide a learning environment that suits your needs.

## Our Staff

Our experienced team of training and learning staff are committed to providing you with a range of practical, employment & skills based, work ready training packages, designed to get you where you want to be.

## Our Training

Australian Institute of Education & Training programs are;

### **Versatile**

Our programs are designed to cater to learners of all ages and backgrounds, with a wide range of delivery and learning methods.

### **Holistic**

Our programs are designed to draw on the personal and professional skills of the facilitator, while acknowledging each learner's prior experience and transferable skills.

### **Flexible**

Our programs can be accessed in a range of formats, using a range of assessment formats and programs, designed to fit around your ever changing needs. Our online learning portal provides you with the information you need, when you need it.

### **Learner-paced**

Our programs are designed to work around you and your commitments. Programs and courses can be completed full or part time, or 1 subject at a time.

### **Learner-centred**

Our programs are all designed with the end result in mind. Your dedicated trainer will work with you to understand where your training can lead, while guiding you through your learning.



# Diploma of Vocational Education & Training (TAE50111)

Thank you for your enquiry regarding our Diploma in Vocational Education and Training program.

## COURSE INFORMATION

The Australian Institute of Education and Training provides two options for students to complete the Diploma in Vocational Education and Training (TAE 50111).

### Direct Delivery

AIET provides students with the opportunity to complete the Diploma of Vocational Education & Training program through a blended workplace/classroom flexible delivery model.

The full Diploma of Vocational Education and Training Program (TAE 50111) is designed to support training staff who hold TAE40110 and have experience in training and assessment, to upgrade their current training skills to include other aspects of Nationally Recognised and RTO training including managing or assisting with the management of an RTO, preparing learning and assessment strategies, running assessment validation meetings, and other aspects of RTO and VET leadership.

This course is designed for staff working the training industry, using workplace assessment, along with traditional classroom learning, to further develop participants training and assessment knowledge.

### Recognition of Prior Learning

AIET is happy to offer eligible students the ability to complete some, or all, of the Diploma of Vocational Education & Training via Recognition of Prior Learning.

For eligible students, the RPL process provides for the ability to demonstrate prior understanding and experience at a level equivalent to the Diploma of VET. RPL processes requires students provide evidence of skills, knowledge and experience, measured against each of the current unit assessment criteria that make up the Diploma of Vocational Education & Training. Where individual unit assessment criteria has been met, AIET can provide the student with partial, or total completion of the Diploma of Vocational Education & Training, or it's individual units.

### Credit Transfer

Eligible students can also apply for credit transfer of equivalent units previously studied. AIET will require evidence of previous study including parchment, along with other supporting evidence.

### Determining how to complete your Diploma of Vocational Education & Training.

As students in this course are generally drawn from the training industry or similar, AIET offers prospective students to the ability to discuss with AIET staff any previous experience that may assist in the certification process. For more information, please contact AIET on 03 9387 2051, or email us at [info@aiet.edu.au](mailto:info@aiet.edu.au).





## PRICING & PAYMENT

Diploma of Vocational Education & Training:

Per unit (10 units total)	\$300.00 per unit
Complete Diploma (No RPL)	\$2500.00
Credit Transfer	\$Nil

AIET accept credit card, direct debit, and Cash payment for Training Programs. During enrolment, please advise of preferred payment method.

## AIET LOCATIONS AND STUDY MODES

AIET offer Diploma of Vocational Education & Training at our head office located at 517 Victoria Street Brunswick West 3055

Online and Distance education packages are also available, however, may include required travel to Melbourne, or AIET offices in some states for classroom or other assessment completion. Please contact AIET for more information.

## Direct Delivery

AIET works with each student to understand learning requirements and previous experience and understanding, to develop customised and individual learning programs for each Diploma of Vocational Education & Training student.

For full course training, students will be expected to attend AIET offices for 1 day per week, up to 24 weeks, in addition to completion of workplace and research assessment work.

Students completing Direct Delivery training are expected to be able to demonstrate reasonable computer literacy skills, and be able to present assessment work in both theory and practical formats.

## LANGUAGE, LITERACY & NUMERACY REQUIREMENTS

There are no specific entry requirements for this qualification, although it is expected that candidates will have completed the TAE40110 Certificate IV in Training and Assessment.

Students are expected to have a high levels of language, literacy and numeracy before attempting this qualification. AIET will, as part of your training, discuss you current Literacy and Numeracy level with students, and students will be required to complete a LLN assessment at the time of enrolment in the course.

## ENROLING ONLINE

Students wishing to enrol in the Diploma of Vocational Education Training with AIET can enrol online in minutes. To enrol, visit [http://aiet.edu.au/AIET\\_Dip\\_VET\\_registration.html](http://aiet.edu.au/AIET_Dip_VET_registration.html), and follow the prompts.

AIET will contact you with 3 working days to confirm your enrolment, and request any additional information required.

Please note: Students enrolling in this course must first apply for a UNIQUE STUDENT IDENTIFIER. Your USI will help keep your training records and results together in an online account controlled by you. Each time you enrol to study with a new training organisation, your USI will be used to store your training records and results.

## EMPLOYABILITY SKILLS SUMMARY

The following table contains a summary of the employability skills required by industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> <li>• Applying high level language and literacy skills</li> <li>• Establishing and maintaining strategies for communication and networking</li> <li>• Using advanced facilitation techniques with learners and trainers/assessors</li> <li>• Determining training needs and preparing proposals and written reports to meet client needs</li> <li>• Consulting via interviews, meetings, focus groups and surveys</li> <li>• Providing feedback to stakeholder's /community groups</li> <li>• Developing partnerships with community groups</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Providing leadership in training and assessment practices</li> <li>• Providing coaching and mentoring to trainers and assessors</li> <li>• Applying collaborative facilitation models and providing feedback to assist others to improve their performance</li> <li>• Maintaining effective relationships with staff and stakeholders</li> </ul>
Problem-solving	<ul style="list-style-type: none"> <li>• Designing programs and learning strategies based on characteristics of target groups</li> <li>Resolving issues of quality and consistency across training and assessment practices</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>• Developing innovative and responsive approaches to improving professional practice</li> <li>• Developing innovative skills to lead a team into new and creative ways of approaching training and assessment</li> <li>• Continually exploring options and evaluate processes to ensure continuous improvement</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>• Researching and analysing information for a range of purposes including ensuring quality improvement</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>• Ensuring ethical, legal and organisational requirements underpin all work</li> <li>• Creating a conceptual and experiential framework of professional practice</li> <li>Reflecting on and evaluating own professional performance</li> <li>• Modelling high standards of performance and participating in professional development activities</li> </ul>
Learning	<ul style="list-style-type: none"> <li>• Developing and extending one's own expertise in facilitation</li> <li>• Opportunities sourced to increase own knowledge and skills</li> <li>• Professional development activities identified for self and others</li> <li>• Developing learner independence, extending their learning styles and readiness to learn</li> <li>• Reflecting on own learning</li> </ul>
Technology	<ul style="list-style-type: none"> <li>• Using business equipment and software programs to monitor assessment processes and practices</li> <li>• Developing feedback tools and collating feedback using technology</li> <li>• Preparing reports and other documentation using a wide range of software packages</li> <li>• Using the web to conduct research</li> </ul>

## COURSE PACKAGING RULES

The Australian Institute of Education & Training provide TAE50111 Diploma in Vocational Education and Training in the following format

Total number of units = 10

6 core units plus 4 elective units

At least 2 elective units must be selected from the elective units listed below.

The remaining 2 elective units may be selected from any currently endorsed Training Package or accredited course.

Where a unit is chosen from another currently endorsed Training Package or accredited course, it must be from a qualification or course at Diploma level or above.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

### Core units

TAEASS501A Provide advanced assessment practice

TAEASS502B Design and develop assessment tools

TAEDEL502A Provide advanced facilitation practice

TAEDES501A Design and develop learning strategies

TAELLN401A Address adult language, literacy and numeracy skills

TAEPDD501A Maintain and enhance professional practice

### Elective units

TAETAS501B Undertake organisational learning needs analysis

TAEDES502B Design and develop learning resources

TAEASS503A Lead assessment validation processes

TAEDES505A Evaluate a training program

## PATHWAYS INFORMATION

### Prerequisite requirements

There are no prerequisite requirements for individual units of competency.

### Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- after achieving the TAE40110 Certificate IV in Training and Assessment and vocational experience in training and assessment roles within an RTO or similar organisation where the focus has been on competency based training,

or

- after achieving another relevant qualification and vocational experience in training and assessment roles within an RTO or similar organisation where the focus has been on competency based training and assessment, or
- after demonstrating extensive vocational experience in training and assessment roles within an RTO or similar organisation where the focus has been on competency based training and assessment.

### Pathways from the qualification

Those completing this qualification could consider higher qualifications in the TAE Training Package, the Training Package area of their vocational competence, or in the higher education sector.

## FURTHER INFORMATION

### Melbourne

517 Victoria Street

Brunswick West, VIC 3055

Ph. 03 9387 2051 Fax. 03 93873470

### Adelaide

P.O Box 7020,

West Lakes, SA 5021

Ph. 08 8242 6411 Fax. 03 93873470

### Online

Email: [info@aiet.edu.au](mailto:info@aiet.edu.au)

Web: <http://www.aiet.edu.au>

