

MAY 2025

RTO 31974

SINGLE UNIT - Information pack
TAEDEL311 - Provide Work Skill
Instruction



FORTRESS
LEARNING

Unlocking potential for brighter futures



THE TECHNICAL CONTENT OF THE UNITS

TAEDEL311 – Provide Work Skill Instruction

This unit describes the skills and knowledge required to conduct individual and small group work skill instruction using existing support materials and demonstration of work skills as a training strategy; and assesses the success of training and one's own training performance.

It focuses on the training being driven by the work process and context.

The unit applies to a person working under supervision as a work skill instructor in various settings not restricted to training organisations.

1. Organise Instruction and Demonstration:

- Gather information about learner characteristics and learning needs.
- Confirm a safe learning environment.
- Prepare simple session plan for work skill instruction and demonstration objectives.
- Access and review support materials for their suitability and relevance.
- Organise access to physical support material required for instruction and demonstration.
- Notify learners of planned work skill instruction.

2. Conduct Instruction and Demonstration:

- Interact with learners to establish a safe and comfortable learning environment.
- Brief learners on work health and safety (WHS) procedures and requirements prior to, and during, training.
- Follow plan for work skill instruction and cover all learning objectives.
- Use facilitation techniques to structure, pace and enhance learning, and explain and demonstrate work skills.
- Apply coaching techniques to assist learning.
- Use communication techniques to provide information, engage and instruct learners and demonstrate work skills.
- Monitor professional relationship with learner, and adjust to suit learner needs.
- Provide opportunities for learners to practise the work skill.

THE TECHNICAL CONTENT OF THE UNITS

TAEDEL311 – Provide Work Skill Instruction Cont...

3. Check Training Performance:

- Use observation and questioning to check learner acquisition and use of new skills and knowledge.
- Provide feedback on learner performance to support learning.
- Monitor learner progress and outcomes in consultation with the learner.

4. Review Training Performance:

- Gather feedback from learners on work skill instruction according to organisational procedures.
- Reflect on own practice in providing instruction and demonstration, and identify strategies for improvement.
- Maintain, store and secure learner records, according to organisational and legal requirements.

PRACTICAL REQUIREMENTS

For Workbased pathways and as part of the evidence being demonstrated for RPL assessment pathways you will require access to:

- An observer who holds the Certificate IV in Training and Assessment and has the industry knowledge to act as a Third Party Supervisor to complete the Third Party Reports
- At least 3 x learners requiring work skill instruction for:some text
 - delivery of at least 2 x 30 minutes sessions to an individual learner
 - delivery of at least 1 x 30 minute session to a small group of at least 2 learners
- Support materials relating to the work skill instruction sessions described in performance evidence
- Access to information about the plan for work skill instruction, including session plan, task breakdown and timing

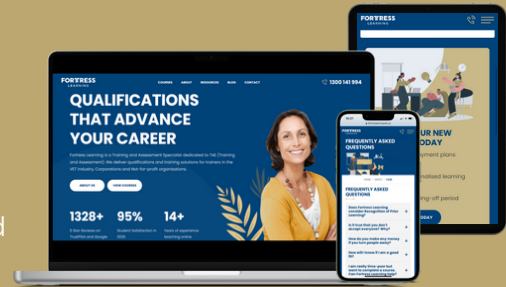


WHY CHOOSE FORTRESS

1. 24/7 Access To Our Learner Portal

Organised, sequenced and with added video and PDF guides to make understanding the assessments SO much easier, and faster to complete!

This online system makes submitting your assessments and receiving feedback, nice and straight forward.



2. The Support You Need

Reach out during business hours at 1300 141 994 for help with tech issues, course queries, or trainer assistance. The learner portal also offers an intuitive help function for pinpointed trainer support. Stay on track with monthly reminders and personalised support strategies, including extensions or trainer-led guidance if needed.



3. Fast Assessment Marking Times

Our trainers are highly qualified, located here in Australia, have multiple qualifications and have come from various industries.

With a maximum turnaround time of 4 business days for all of your assessments, the speed of completing your qualification is mostly up to you. Bonus!



4. Experts At All Things Training & Assessment

We've been training, supporting, and mentoring our industry's next generation of trainers, assessors and VET leaders since 2009. We know our industry inside out because we do this and ONLY this! We have a hard earned reputation for producing high-quality trainers, assessors and leaders.



LET'S DISCUSS YOUR TRAINING & CAREER NEEDS

Not sure which option is best for you? Need help enrolling?

Our amazing Course Advisors are here to help! Give us a call or send us an email—we're always happy to assist.



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