

MAY 2025

RTO 31974

SINGLE UNIT - Information pack
TAEDEL405 - Plan, Organise and Facilitate Online Learning



FORTRESS
LEARNING

Unlocking potential for brighter futures



THE TECHNICAL CONTENT OF THE UNITS

TAEDEL405 Plan, Organise and Facilitate Online Learning

This unit describes the skills and knowledge required to plan, organise, facilitate, and review online learning using suitable delivery methods, digital tools, and existing learning resources and materials.

The unit applies to individuals who use a range of technical and training competencies to facilitate synchronous and asynchronous individual or group learning in online environments. These learners may be participating in training remotely and interacting with teachers, peers and other industry professionals by means of various electronic applications and communication channels.

1. Plan and Organise Online Learning Environment for Delivery of Synchronous and Asynchronous Learning Activities

- Establish learning objectives and determine online learning activities that meet them
- Identify individual learner characteristics to inform effective planning
- Identify and organise required support for foundation skill, learning and technical needs within the scope of own role; and make necessary reasonable adjustments and/or access specialist support where required
- Develop or customise delivery plan for online learning activities to reflect learning theories and principles and suit learning needs
- Access and confirm technical requirements for online learning environment according to organisational policies and procedures
- Access and confirm communication channels and online learning resources and materials are suitable for learners

2. Introduce and Establish Online Learning

- Introduce learner to online learning environment and discuss and clarify learning objectives and protocols
- Establish online relationship with learner and confirm learner access to and engagement with online environment, delivery strategies and communication methods, and scheduled synchronous learning events
- Identify and establish practices and methods that provide a safe and inclusive environment for learners undertaking online learning activities

THE TECHNICAL CONTENT OF THE UNITS

3. Facilitate Online Learning

- Use digital tools and communication channels to facilitate learning according to delivery plan and learner needs
- Select and use facilitation practices and methods that support learner engagement and progress
- Use or access support mechanisms to address any technological challenges or issues
- Provide opportunities for interaction, collaboration, feedback, and practice in the online learning experience

4. Support Online Learning

- Review and document learner participation and progress according to delivery plan and organisational processes, policies and procedures
- Provide input, support and guidance relating to the online learning environment as required to meet learner needs and ensure a safe and inclusive environment
- Maintain, store and secure learner records according to organisational policies and procedures and regulatory requirements

5. Review Online Learning Processes

- Seek learner feedback on online learning experience and outcomes according to organisational procedures
- Review own performance as an online learning facilitator and effectiveness of online facilitation, and record review outcomes
- Discuss identified improvement opportunities and needs with required personnel and action agreed changes according to organisational procedures

(Source from the Training.gov.au website - https://training.gov.au/TrainingComponentFiles/TAE/TAED405_R1.pdf)

Practical Requirements

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

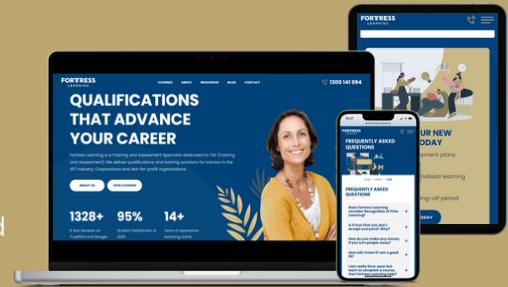
- An observer who holds the Certificate IV in Training and Assessment and has the industry knowledge to act as a Third Party Supervisor to complete the Third Reports
- A group of at least 3 learners to deliver 2 x 30 minute sessions of training in an online learning context
- Required internet connection and technology infrastructure
- Required software and hardware, including digital tools and online resources and materials.

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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