

MAY 2025

RTO 31974

SINGLE UNIT - Information pack

TAEDEL411 - Facilitate Vocational Training



FORTRESS
LEARNING

Unlocking potential for brighter futures



TAEDEL411 – FACILITATE VOCATIONAL TRAINING

This unit describes the skills and knowledge required to plan, prepare for and facilitate the vocational training of individual and group learners via a face-to-face, in-person delivery mode.

It includes customising and using existing session plans and learning resources, using these plans to facilitate training, and reviewing own practice.

The unit applies to entry-level vocational education and training (VET) teachers and trainers who use training and technical skills to deliver a training base.

1. Plan and Prepare for Vocational Training:

- Identify the purpose, target group, learning resources and requirements for training from the training and assessment strategy.
- Access nationally recognised units of competency or other performance benchmarks and identify the required performance standard.
- Arrange and review delivery plan, session plans and learning resources according to legislative and regulatory requirements.
- Identify and organise required support for foundation skill and learning needs within the scope of your own role; and make necessary adjustments and/or access specialist support where required.
- Identify and assess safety constraints and risks to training in line with work health and safety (WHS) policies and procedures.

2. Customise Vocational Training:

- Review information about learner characteristics and needs and their work context to identify customisation needs.
- Customise session plans and learning resources to suit learners and their context.
- Record amendments according to organisational procedures.



THE TECHNICAL CONTENT OF THE UNIT

3. Deliver Face-To-Face Vocational Training:

- Prepare learning environment and check equipment prior to use according to organisational requirements.
- Facilitate face-to-face training sessions according to session plans.
- Use training facilitation techniques and activities that support and engage individual learners and groups of learners.
- Present information to individuals and groups using presentation techniques and aids.
- Identify and monitor health and safety hazards and risks, and implement and adjust risk controls to address risks during training.
- Maintain and store training records according to organisational requirements.

4. Support Individual And Group Learning:

- Monitor and document learner progress according to organisational procedures.
- Monitor individual and group learning to identify learner difficulties and training challenges.
- Adapt session plans and adjust training facilitation techniques to respond to diverse learner needs and maintain learner motivation, engagement and commitment.

5. Review Vocational Training Practice:

- Seek learner feedback according to organisational procedures.
- Analyse own practice of facilitating training and identify opportunities for improvements.

PRACTICAL REQUIREMENTS

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

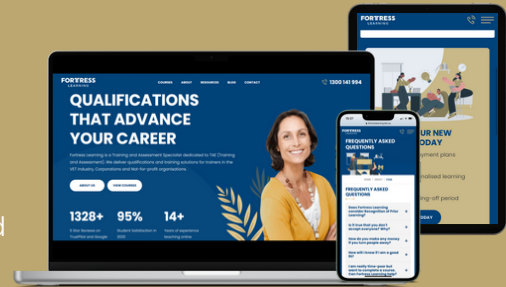
- An observer who holds the Certificate IV in Training and Assessment and has the industry knowledge to act as a Third Party Supervisor to complete the Third Reports
- 4 x learners requiring face-to-face, in-person vocational training (for 3 x 30 minute group sessions)
- 1 x learner different to group of 4 (for 2 x 30 minute individual sessions)
- Organisational procedures for facilitating individual and group-based vocational training
- Training and assessment strategies for the required training
- Session plans and learning resources that address the requirements of a training product that is nationally recognised or aligned with other recognised frameworks

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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