

MAY 2025

RTO 31974

SINGLE UNIT – Information pack

TAEDEL412 – Facilitate Workplace-Based Learning



FORTRESS
LEARNING

Unlocking potential for brighter futures



THE TECHNICAL CONTENT OF THE UNITS

TAEDEL412 – Facilitate Workplace-Based Learning

This unit describes the skills and knowledge required to prepare for, plan and facilitate workplace-based learning for learners in the workplace. It includes customising and implementing existing learning plans and resources based on products that are nationally recognised or aligned with other recognised frameworks, and reviewing own practice.

The unit applies to entry-level vocational education and training (VET) teachers and trainers who use facilitation and technical skills to facilitate learning in the workplace based on products that are nationally recognised or aligned with other recognised frameworks.

1. Prepare to Facilitate Workplace-Based Learning:

- Clarify and confirm workplace-based learning objectives and scope.
- Analyse position descriptions and work routines to determine that workplace-based learning can safely meet learning objectives.
- Establish a workplace environment for learning.
- Identify personnel to be involved in workplace-based learning and their job roles and responsibilities.

2. Develop a Plan for Workplace-Based Learning (cont):

- Arrange for integration and monitoring of workplace-based learning activities.
- Identify phases and duration for learners' work-based learning.
- Identify the need for support personnel within work-based learning.
- Draft a plan for workplace-based learning that meets learning objectives, uses a range of learning opportunities, and outlines required safety arrangements.
- Obtain agreement from required personnel to finalise and implement the plan for workplace-based learning.



THE TECHNICAL CONTENT OF THE UNITS

3. Establish the Learning Relationship:

- Conduct an initial meeting with the learner to commence work-based learning and explain learning objectives and processes.
- Discuss and agree on planned learning opportunities and activities according to any regulatory requirements.
- Select techniques for facilitating learning in the workplace to meet learners' needs and explain the intended approach to learners
- Discuss and organise required support for foundation skill and learning needs within the scope of one's job role and access specialist support where required.
- Monitor supervisory arrangements appropriate to learners' knowledge, skill and experience levels, provide support and encouragement, and ensure learners' health and safety.

4. Implement Workplace-Based Learning:

- Prepare the learning environment and check equipment prior to use.
- Monitor and address work health and safety (WHS) hazards and risks before and during training.
- Oversee learning activities in the workplace following the sequence of the workplace-based learning plan.
- Implement techniques that facilitate learners' application of skills and knowledge to workplace activities.

5. Develop the Learning Relationship:

- Observe learner cues and change approaches where necessary to engage learners and maintain momentum.
- Encourage learners to take responsibility for learning and to use self-reflection.
- Monitor the effectiveness of your learning relationship through regular interaction.

6. Close and Evaluate the Workplace-Based Learning:

- Use interpersonal and communication techniques to close the learning relationship.
- Seek feedback from learners and workplace stakeholders on outcomes achieved and the value of the learning relationship.
- Evaluate the effectiveness of workplace-based learning against objectives, and the processes and techniques used.
- Review and reflect on your own facilitation of workplace-based learning and identify areas for improvement.
- Recommend improvements to own workplace-based learning practice based on review process.

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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
- 3 x learners to develop workbased learning pathway plans for
- 1 x learner to deliver 3 x 30 minute workbased training sessions to.
- Organisational procedures for facilitating workplace-based learning of nationally recognised training products.

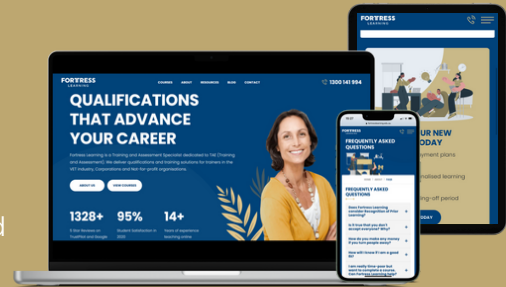


WHY CHOOSE FORTRESS

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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