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TAESS00023 – Online Learning & Assessment Skill Set

NATIONALLY RECOGNISED TRAINING

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FORTRESS
LEARNING

TAESS00023 – ONLINE LEARNING & ASSESSMENT SKILL SET

TThis skill set addresses the skills and knowledge required to plan, organise and facilitate online learning and assess competence across various electronic applications and communication channels.

It involves gathering evidence using both synchronous and asynchronous assessment methods, and making judgements on the outcomes of the online assessment using a range of devices and digital tools.

WHO THIS IS FOR

This skill set is for trainers and assessors who facilitate learning and conduct assessments of vocational learning in an online environment. This is also an alternative path to the full TAE40122 - Certificate in Training and Assessment (units can be credited towards the full qualification).

COURSE REQUIREMENTS

To complete the course assessment documents, you will need access to a computer (not an iPad or phone). These are Word documents, so software including Microsoft Office, access to an online communication platform such as Teams/Zoom, and stable internet access are required.
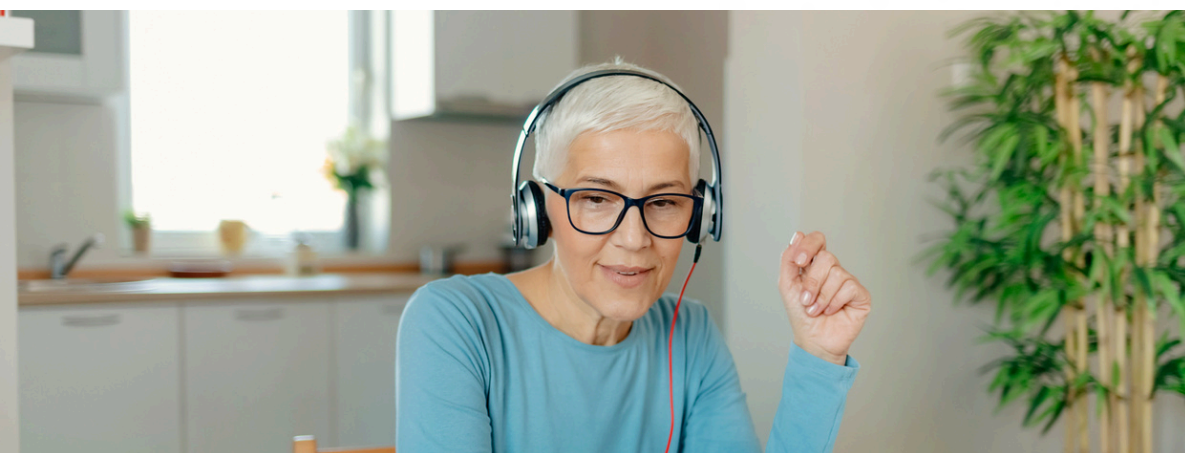
TAEDEL405 Plan, Organise and Facilitate Online Learning

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

TAEDEL405 Plan, Organise and Facilitate Online Learning Cont...

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/TAEDEL405_R1.pdf)
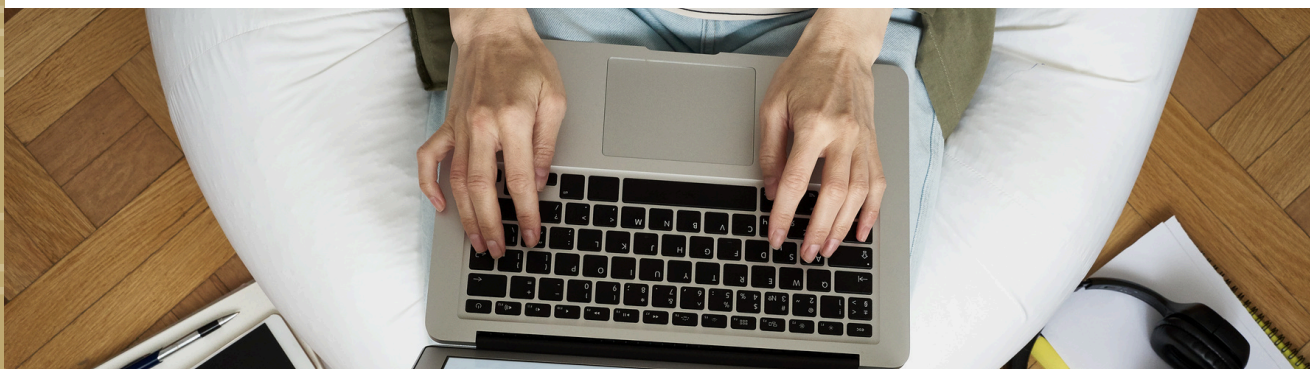
TAEASS404 Assess Competence in an Online Environment

1. Prepare to Assess in Online Environment

- Review purpose and requirements of assessment against learning outcomes
- Source and interpret plan for online assessment and confirm it meets identified need and applicable organisational policies and procedures, and confirm with required personnel as required
- Access information, digital resources, electronic applications and communication channels required for assessment
- Confirm technology, digital tools and assessment conditions required to conduct online assessment activities
- Ensure candidate/s have clear understanding of technology requirements for assessment, and where required explain, discuss and agree on details of planned online assessment and candidate's digital needs
- Identify and organise required support for foundation skill, assessment and technical needs within scope of own role; and access specialist support where required

2. Administer Online Assessment

- Confirm that authentication of candidate identity and security requirements are in place according to plan
- Progressively gather and record authentic evidence using required methods and tools and according to plan, organisational policies and procedures, and regulatory requirements
- Troubleshoot any technological challenges or issues that arise within scope of own role, and escalate where required
- Make necessary and reasonable adjustments to assessment process in relation to any candidate support needs
- Facilitate two-way communication with candidate/s being assessed as required and according to regulatory requirements

TAEASS404 Assess Competence in an Online Environment Cont...

### 3. Make Assessment Decision of Evidence Submitted Online

- Review collected evidence and confirm it meets rules of evidence
- Make and record assessment decision based on collected evidence and according to principles of assessment and organisational policies and procedures
- Inform required parties of assessment decision, or confirm decision notification, according to organisational policies and procedures, and regulatory requirements
- Facilitate clear and constructive two-way feedback with candidate/s regarding assessment process and decision, and clearly document any required follow-up

4. Finalise Online Assessment Process

- Record and store assessment outcomes according to online assessment system, organisational policies and procedures, and regulatory requirements
- Review online assessment process and seek feedback from candidate/s and required personnel, recording any relevant technological challenges or issues
- Identify opportunities for future improvements and make any necessary adjustments for future assessment delivery or advise required personnel as necessary

(Source from the Training.gov.au website – https://training.gov.au/TrainingComponentFiles/TAE/TAEASS404_R1.pdf)
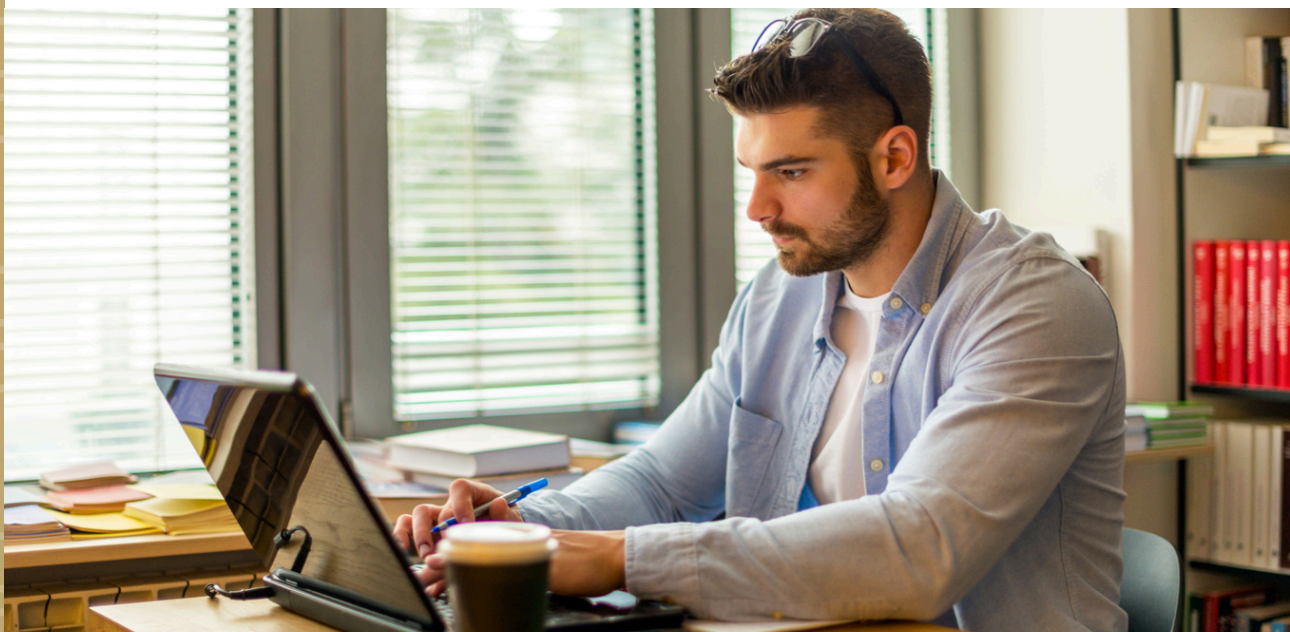
Harley Moss
6 reviews · AU

★★★★★ ✓ Verified   Apr 6, 2023

A very professional company

A very professional company who understand the complexities of the training and assessing industry. terrific tuition and support as I progressed through my various assignments. great value for money, I will be back again, thanks Deb great to work with you.
Best Regards Harley Moss

David Spink
1 review · AU

★★★★★ ✓ Verified   2 days ago

The online learning was flawless...

The online learning was a flawless experience, it was great to learn at my own pace. It actually didn't take as much time as I thought it was going to.
Thanks

Date of experience: July 05, 2023

HOW OUR PRICING WORKS

The pricing changes depending on which course option you choose (the amount of included support changes), and then whether you can pay in full or need to select a payment plan option.

We've tailored our pricing to suit your budget and support needs, so you only pay for what you are likely to use. There's also an option to pay-as-you-go for extra 1:1 support if you need it.

We know that sounds complicated, but the following pages include information on the course package options, with pricing tables for each so you can see all the options to make an informed decision.

NB: The course content and qualifications are exactly the same in each package.

SUPPORT PACKAGE OPTIONS

"ULTIMATE" - FROM $995

The Ultimate support package includes unlimited admin and technical support PLUS unlimited 1:1 trainer support hours, which you can book in 30-minute sessions.

⫟ ULTIMATE	DEPOSIT	REPAYMENT AMOUNT	NO. OF PAYMENTS	TOTAL
PAY IN FULL	$995			$995
WEEKLY	$195	$90	10	$1095
FORTNIGHTLY	$195	$180	5	$1095

This is the ultimate peace-of-mind package; knowing you can get as much guidance, mentoring and support as you need to get through to graduation. Use it to ask questions, set up regular mentoring and even get help planning your study time.

The marking speed for students who choose the Guided is a maximum of 4 business days.

"GUIDED" - FROM $850

The Guided support package includes unlimited admin and technical support, PLUS 2 hours of 1:1 trainer support, which you can book in 30-minute sessions (phone or video).

⫟ GUIDED	DEPOSIT	REPAYMENT AMOUNT	NO. OF PAYMENTS	TOTAL
PAY IN FULL	$850			$850
WEEKLY	$185	$75	10	$935
FORTNIGHTLY	$185	$150	5	$935

You can use this time to ask questions, get some mentoring or even help planning your study time. If you need more than the 2 hours, you can purchase extra trainer time @ $50 per 30 minutes.

This option is the most popular because most people need some support at some point in their learning journey. The included hours for this course are in the Goldilocks zone; not too much and not too little, it's just right!

The marking speed for students who choose the Guided is a maximum of 4 business days.

"SOLO" - FROM $700

The Solo support package includes all the admin and technical support you need but is a pay-as-you-go package for one-on-one trainer support, so you only pay for what you need!

⫟ SOLO	DEPOSIT	REPAYMENT AMOUNT	NO. OF PAYMENTS	TOTAL
PAY IN FULL	$700			$700
WEEKLY	$170	$60	10	$770
FORTNIGHTLY	$170	$120	5	$770

If you need some one-on-one trainer support, it's only $50 per 30 minutes, which we find to be more than adequate for any questions or clarity that's needed.

This option isn't suitable to everyone; it's only for people who are really good at self-directing their own learning, who are very comfortable with navigating the online learning space, and/or who typically find learning new things relatively easy.

The marking speed for students who choose the Solo is a maximum of 8 business days.

FREQUENTLY ASKED QUESTIONS

Can This Course Be Counted Towards The Full Cert IV?

Yes! If you choose to do the full Certificate IV in Training and Assessment (TAE40122) at some point in the future, the units in this course are a direct credit transfer across so you wouldn't have to repeat them. AND we reduce the cost of your Cert IV course cost for every unit we can tick off via a credit transfer. BONUS!

How Long Does It Take?

Most people usually take about 2 - 3 months to complete it around working full-time and juggling families and other life-related things. The more time you allow for your studies, the faster you can complete it, it's really up to you if you want to finish faster than 3 months.

Are There Flexible Payment Options?

Payment plan options are available for weekly and fortnightly direct debits from credit cards or bank accounts (on request). Details of those options are outlined above, they're also on the relevant course page once you click "enrol", or your Course Advisor can help you work out what's best for you.

How Long Do You Take to Answer My Calls or Emails?

All emails are responded to within 8 business hours by our support team.

If we miss your call, just leave a message and we'll call you back within 4 business hours.

Can I Get This Done Faster If I Have The Time?

Yes! You can go as fast as you want. Our promise to you is that we'll get ALL your assessments marked within 4 (up to 8 days for the Solo support package only). Many others take 20 - 30 BUSINESS days to mark EACH assessment (plus resubmissions if you don't get it right the first time). Our processes won't slow you down, so how fast you graduate is really up to you!

What If I Change My Mind?

All students have a 30-day cooling-off period. If you have any issues (at any time) that's making your learning journey difficult, our support team is there to help you resolve them. All you need to do is reach out, which we encourage you to do. There isn't much they can't fix or sort out to keep you moving forward.
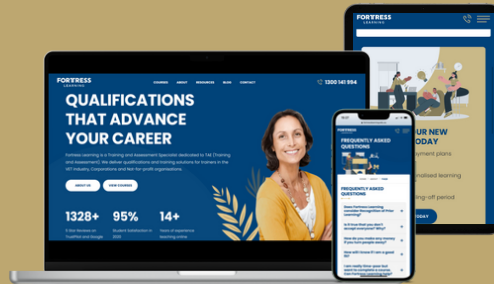
"There are no shortcuts to any place worth going." - Beverly Sills

Here's What You Get Full Access To:

1. Online Training 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

With 3 support package options, you can choose how much included support you have, but even if you need more, you can pay as you go. No matter what, our support is fast and easy to access.

We are with you every step of the way!

3. Highly Experienced Trainers

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

They can adapt and speak in your industry language, helping you to truly understand the material and how it relates to your job so you can learn faster and retain more.

5. A Community

We have a Facebook community group for all of our students where you can also ask questions, connect with others who are on a similar learning journey or even find a study buddy to help get you through to the graduation finish line.

Everything is so much better when you're not alone doing it.

Wes Harder
1 review ◎ AU

★★★★★   Feb 7, 2023

I highly recommend Fortress Learning

I highly recommend Fortress Learning if you are thinking of starting a course or gaining a new qualification. The staff and trainers are thorough, professional, and their attention to detail is excellent. The online portal system is simple to navigate, and the course notes and videos are clear, concise and easy to follow.
I found the trainers and assessors to be readily available, prompt in their replies, and in some instances willing to go above and beyond, especially in my case where a deadline was imminent.
I wouldn't hesitate to recommend Fortress Learning.

Date of experience: February 06, 2023

SS **Stuart Sperduti**
1 review ◎ AU

★★★★★   Feb 12, 2024

Great experience

I would not hesitate to study with Fortress again, the support is second to none and they are constantly there to support you, Thank you again for all you have done

Date of experience: February 12, 2024

RB **Rosie Byrne**
1 review ◎ AU

★★★★★ ✓ Verified   Feb 17, 2024

Great experience with Fortress Learning…

My experience with Fortress Learning has been very positive. The content was easy to follow, the assignments all came with videos to assist in understanding how to complete assignments and the team at Fortress Learning were very helpful, quick to respond to emails and understanding.

Date of experience: February 09, 2024

GE **Geetika**
1 review ◎ AU

★★★★★ ✓ Verified   A day ago

Kudos Fortress !!

I had great experience with fortress. The team was always there to assist and help. My trainer Deb, guided me so patiently through the units.
There are videos at every step, which are extremely detailed , and helps through the assignments.
I would highly recommend this RTO for any course that anyone is looking at doing.

Date of experience: March 08, 2024

With flexible payment options, and prices starting from just $700, you're so close to:

- More career choices
- More job satisfaction
- Better work conditions
- Getting your body and health back
- Increased job security
- More quality time with your family and friends
- And passing on your wisdom to the next generation...

WE WILL SUPPORT YOU EVERY STEP OF THE WAY, GUIDING YOU TOWARDS PERSONAL GROWTH AND MASTERY SO THAT YOU CAN TRAIN OTHERS IN YOUR INDUSTRY WITH COMPLETE WISDOM AND CONFIDENCE

Need More Help?

If you're not sure what's right for you and you want to talk to someone awesome, or if you just want help enrolling, call or email us. Our Course Advisors are always willing to help.

LET'S DISCUSS YOUR TRAINING & CAREER NEEDS

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WWW.FORTRESSLEARNING.EDU.AU

Get in Touch

enquiries@fortresslearning.edu.au

1300 141 994

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