



NTFRS Trainer & Assessor Contribution Skill Set

Description	
<p>This skill set provides the necessary skills and knowledge for industry trainers and support-assessors who train others in their organisation and contribute to the assessment process.</p> <p>By providing workplace and facilitated learning on behalf of Training & Development Command, this skill set is designed to support industry trainers and support-assessors to contribute to the assessment outcome rather than the final competency-assessment decision, which is made by a qualified assessor.</p>	
Entry requirements	Pre requisites
Endorsed and approved Trainer Application	Pre-requisite units required for acceptance include: <ul style="list-style-type: none"> <input type="checkbox"/> None Applicable
Program Duration	80 hours
<p>Training and Development Command within the NTFRS require our trainers and assessor to deliver and maintain a consistent and reliable training and assessment capability. As they play an important role in developing our FRS member competency and skill sets to perform effectively and efficiently within the workplace.</p> <p>Opportunity for one-on-one and group training sessions will be offered as opportunities arise for those enrolled.</p>	
Program Content	
<u>Accredited Units of Competency (RTO#0384)</u>	<u>Organisational/Non-Accredited Topics Covered (NTFRS)</u>
BSBCMM411 Make presentations TAEASS311 Contribute to assessment TAEDEL311 Provide work skill instruction.	Training & Development Command instructions related to training and assessment processes and practices. Instruction on sourcing current resources, access to trainers and assessors for guidance.
Administration and Enrolment	
<ul style="list-style-type: none"> <input type="checkbox"/> Seek Approval from your Senior Station Officer / OIC / Brigade Captain / Chain of Command using the NTFRS Trainer Application <input type="checkbox"/> Confirm USI and details are up to date. <p>Enrolment and administrative forms must be completed prior to commencement in the training program. Learning materials will not be issued until all administration and enrolment paperwork has been submitted and processed.</p>	
Credential Type and Recognition	Pathway & Progression
Successful completion of this program will award participants: <p style="text-align: center;">Statement of Attainment</p> <p style="text-align: center;">TAESS00030 - Volunteer Trainer Delivery and Assessment Contribution Skill Set</p> <p>Certificates and Statements of Attainment issued under the RTO will be provided within 30 days of final completion sign off.</p>	NTFRS Progression Pathway – Not applicable. Recognised as part of individual Firefighter Career Professional Development Volunteer and Auxiliary Training and Development Pathway – VFF/AFF Firefighter Level 2 (Development) as a VBTO Effective dates are as per date of issued certificate qualification on successful completion of the program.

Additional Information For Participants	
Delivery Mode and Methods	Assessment Methods
<p>Training programs are designed in line with organisational and operational requirements.</p> <ul style="list-style-type: none"> • Trainers / Assessors – will deliver your sessions and assess your learning. You should consult with them if there is anything you do not understand, and alert them if there is anything getting in the way of your learning. They will assist with your individual needs wherever possible. Trainers and Assessors are qualified to train. They hold relevant experience and qualification to meet the ASQA requirements. • Subject Matter Experts - some will hold positions as trainers and others will come directly from their operational roles to assist with your training. • Program Coordinators – will help with matters that go across multiple courses or sessions, and may refer you to any of a number of specialist roles for more specific assistance. <p>Information Based Learning</p> <p>Learners Guides</p> <p>Programs are normally be supported by Learner Guides which may be provided electronically or in hard copy. Each Guide will provide essential content and learning activities. To assist you with your information based learning. You are strongly encouraged to review these resources both during and outside of sessions. The Guides provide a large portion of the learning which will be tested during assessment activities.</p> <p>Multi-Media and Other Handouts</p> <p>During classes or as part of online learning, you may be provided with multimedia resources (video, DVD, animation, audio) or handouts that supplement the content covered in your Learners Guide. Presentations will be used in many classes to highlight key points and display graphics relevant to your learning.</p> <p>Practice Based Learning</p> <p>Drills and Scenarios undertaken will function as both learning activities and evidence of competency. Drills will be reassessed holistically in the final practical assessments but the use of drills as evidence gathering will ensure that all participants can complete all roles and functions within their scope of operations per organisational expectations and policies.</p> <p>Workplace Simulation are activities undertaken equivalent to those required in the workplace or operational environment. Under close supervision with opportunity to ask questions and be guided by the instructor.</p>	<p>Credit Transfer</p> <p>NTPFES also recognises Qualifications and/or Statements of Attainment issued by other Registered Training Organisations.</p> <p>In some cases you may still be required to undergo organisational training and/or complete verification of competency assessment to confirm organisational competence.</p> <p>To be eligible for credit transfer, you must provide evidence of original or certified copy of certificates, record of results or USI academic transcript.</p> <p>Learners seeking credit transfer should contact the Training and Development Team to discuss.</p> <p>Recognition of Prior Learning (RPL)</p> <p>RPL is an assessment process that verifies the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.</p> <p>Evidence of such experience is required to be submitted and validated as part of the RPL Application Process.</p> <p>For more information refer to the RPL Application Guide and RPL Application form prior to contacting the Training and Development Team to discuss.</p> <p>Theory and Practical Based Assessment Methods</p> <p>To complete this program participants must successfully complete all assessments. The forms of assessment in this program may include a combination of:</p> <p>Workbooks are used as a self-study tool and teaching technique to ensure learners are reading through their learning materials and absorbing the information during taught theory sessions. Workbooks will be marked and collected as evidence towards competency.</p> <p>Written assessments are completed in-class, where participants will demonstrate theoretical knowledge.</p> <p>Practical assessments are where participants are observed demonstrating skills and knowledge as applied to real or simulated activities required by firefighters. Practical assessments at times include combined skills that apply across multiple units (clustered), at times are to observe specific standalone skills, and are performed in teams and individually.</p>

Competency Based Assessment

Assessment Process

The participant is to complete all assessment tasks. Each time you complete an assessment your assessor will provide you with feedback regarding the judgements they have made at that time about your performance on the set tasks. You should regard the result that you are provided with at that time as **provisional**.

The work will be checked for correctness and if deemed incorrect or not sufficient the participant will receive feedback and the workbook or assessment back and will be asked to make the required amendments. This may entail resits or further training may be required.

Assessment Re-sits and Remedial Training

Where an assessment concludes that you are 'not yet competent' you may be required to undertake remedial training before repeating the assessment or completing a comparable assessment (the re-sit).

The nature of the remedial training, and the length of time until your re-sit, will be determined by the assessor with respect to your needs, and any assessment requirements.

Finalising Assessment Results

Before your result is confirmed, or any certificates or statements are awarded, additional administrative and processing activities are conducted. These can include, but are not limited to:

- Assessment instruments including your work will undergo quality assurance moderation. This will either verify that everything has been done correctly and confirm the recorded result, or identify things that need to be done before your result can be confirmed.
- Any concerns identified will need to be addressed before your result for that assessment is recorded. If you need to take any further action, you will be contacted.
- The results from a number of different assessment activities may need to be finalised to demonstrate that you have met requirements so that an Assessment Summary Sheet can be generated.
- All aspects of the assessment are completed, before resulting. This can include something as simple as signatures, dates, and confirmation of outcomes (ticks and crosses).

Should you be concerned about any delay in receiving your final program certification, contact your program coordinator, noting that the process can take up to 14 business days to complete.

Assessment Appeal

If you do not agree that your results are a fair representation of your capabilities you may appeal the result. Refer to the training Compliments, Complaints and Appeals details in the training handbook.

You will be asked to sign and date the Assessment Instrument to indicate that you have received this feedback, understand it, and agree to any remedial training that has been specified.

Further Information

- RPL Handbook Application Guide | [for Members](#) | [for Auxiliaries and Volunteers](#)
- Application for Credit Transfer | [for Members](#) | [for Auxiliaries and Volunteers](#)
- Training Handbook | [for Members](#) | [for Auxiliaries and Volunteers](#)
- Enrolment Form | [for Members](#) | [for Auxiliaries and Volunteers](#)

Or, contact Training and Development Command via email at fire.training@pfes.nt.gov.au