Application to Transition BSZ40198 to TAE40110

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| **Instructions:** | Due to the age of the BSZ40198 Certificate IV in Assessment and Workplace Training qualification there are prescribed **evidence and eligibility requirements that must be provided** to prove currency and consecutive exposure to vocational education and training arena over the past eight years. This transition process requires each applicant to follow the numbered icons that refer to each prescribed evidence requirement. |
| **Please return to:** | Email: studentservices@aimqld.com.au | Phone: 1300 882 895 |

## Personal Details

*Please complete all of the below details*

|  |  |  |
| --- | --- | --- |
| Title: Select | First Name: Enter First Name | Surname: Enter Surname |
| Position: Enter company name |
| Date of Birth: Enter D.O.B | Gender: Female [ ]  Male [ ]  |
| Are you a permanent Resident of Australia? Yes [ ]  No [ ]  |
| Company Name: Enter company name | Email: Enter email address |
| Postal Address: Enter postal address |
| Home Phone: Enter home number | Mobile: Enter mobile number |

➊Eligibility

*Please contact AIM should you not meet the initial eligibility requirements*

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| 1. Certified Copy of the BSZ40198 Certificate IV in Assessment and Workplace Training and Academic Transcript outlining units of competency completed
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| 1. Current resume detailing training establishments, accredited qualifications and units of competency trained and assessed
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| 1. Proof of consecutive accredited training and assessment conducted in the past eight (8) years (training contract, job description/s, business card, ABN, company or personal profile)
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***NOTE: the above requirements must be met in order to undertake this transition***

➋Third Party Report

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|  | *You are required to complete (3) Third Party Reports.* 1. A third party can be a supervisor, colleague and or manager either from your current or previous workplace/s. The Third Party reports must be completed, signed, scanned and submitted with your evidence.

*(Relates to Evidence Layout page 2: d. e. f.)* |

➌Applicant Declaration

*Please complete the applicants’ declaration*

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|[ ]  By ticking the box provided:1. I am declaring that the evidence submitted is entirely my own work
2. I am willing to undertake confirmation and validation of evidence submitted via a competency conversation to confirm currency and authenticity
 |
| Select Date declaration of authorship |  |

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| ➍Alignment *Indicate in the boxes below the units of competency successfully completed*  |  |  |

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| **BSZ40198** Certificate IV in Assessment and Workplace Training(Total of 8 units) |  | **TAA40104** Certificate IV in Training and Assessment (Total of 14 units) Core = 12 Elective = 2 |  | **TAE40110** Certificate IV in Training and Assessment(Total of 10 units) Core = 7 Elective = 3\* | ➎Evidence Requirements*Attach the following evidence*  |
| Select |  |  |  |  |  | Select |  |
|[ ]  BSZ401A Plan assessment  |  | TAAASS401C Plan and organise assessmentTAAASS403B Develop assessment tools |  | TAEASS401B Plan assessment activities and processesTAEASS502B\* Design and develop assessment tool |[ ]  1. Attach (2) accredited assessments tools and instruments that you have developed, designed and used – one must be an RPL tool
 |
|[ ]  BSZ402A Conduct assessment  |  | TAAASS402C Assess competenceTAAASS301B Contribute to assessment |  | TAEASS402B Assess competence |[ ]  1. Attach (2) fully assessed assessments instruments that have been marked Competent and or Not Yet Competent reflecting the principles of assessment
 |
|[ ]  BSZ403A Review assessment |  | TAAASS404B Participate in assessment validation |  | TAEASS403B Participate in assessment validation |[ ]  1. Attach (2) recoded documentation or group undertaking that you have participated in an assessment validation process
 |
|[ ]  BSZ404A Train small groups  |  | TAADEL301C Provide training through instruction and demonstration of work skills TAADEL403B Facilitate individual learningTAADEL404B Facilitate work-based learning |  | TAEDEL301A\* Provide work skills instructionTAEDEL402A Plan, organise and facilitate learning in the workplace |[ ]  1. Attach (2) individual work based, individual and or coaching plans that demonstrate how you have prepared, monitored and evaluated workbased learning and or instruction
 |
|[ ]  BSZ405A Plan and promote training program  |  | TAADES402B Design and develop learning programs |  | TAEDES401A Design and develop learning programs |[ ]  1. Attach (1) full accredited learning program that you have planned, designed, developed and implemented
 |
|[ ]  BSZ406A Plan a series of training sessionsBSZ407A Deliver training sessions  |  | TAADEl401B Plan and organise group-based deliveryTAADEL402B Facilitate group-based learning |  | TAEDEL401A Plan, organise and deliver group-based learning |[ ]  1. Attach a consecutive training program that you have implemented over a period of time with (3) corresponding student evaluations based on this program
 |
|[ ]  BSZ408A Review training |  | TAATAS401B Maintain information requirements of training and/or assessment organisations  |  | TAETAS401A\* Maintain training and assessment information |[ ]  1. Attach evidence of ongoing advice on training and/or assessment you have provided to learners and describe how you have managed the in house process of AVETMISS reporting procedures, and disseminating information to learners
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|  |  |  |  |  | TAEDES402A Use training packages and accredited courses to meet client needs |[ ]  1. Attach (2) examples of how you have analysed and developed training packages or an accredited courses that meets a specific client need
 |
|  |  |  | TAALLN401B Address language, literacy and numeracy issues within learning and assessment practice |  | TAELLN401A Address adult language, literacy and numeracy skills |[ ]  1. Attach (2) examplea of LLN Validation tool you have utilised to determine learners LLN level
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➏Evidence Layout Requirements

*You evidence must be electronically presented with the following file naming conventions*

|  |  |  |
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|  | Certified Copy of the BSZ40198 Certificate and Transcript | Attach evidence here |
|  | Current resume  | Attach evidence here |
|  | Consecutive accredited training | Attach evidence here |
|  | Third Party Report 1 | Attach evidence here |
|  | Third Party Report 2 | Attach evidence here |
|  | Third Party Report 3 | Attach evidence here |
|  | **Accredited Assessment Tools** TAEASS401B Plan assessment activities and processesTAEASS502B\* Design and develop assessment tool * Attach (2) accredited assessments tools and instruments that you have developed, designed and used – one must be an RPL tool
 | Attach evidence here |
| *Evidence overview: Candidate Enter any additional details here* |
|  | **Assessment Instruments** TAEASS402B Assess competence* Attach (2) fully assessed assessments instruments that have been marked Competent and or Not Yet Competent reflecting the principles of assessment
 | Attach evidence here | Attach evidence here |
| *Evidence overview: Candidate Enter any additional details here* |
|  | **Validation** TAEASS403B Participate in assessment validation* Attach (2) recoded documentation or group undertaking that you have participated in an assessment validation process
 | Attach evidence here | Attach evidence here |
| *Evidence overview: Candidate Enter any additional details here* |
|  | **Work based-coaching** TAEDEL301A\* Provide work skills instructionTAEDEL402A Plan, organise and facilitate learning in the workplace* Attach (2) individual work based, individual and or coaching plans that demonstrate how you have prepared, monitored and evaluated work based learning and or instruction
 | Attach evidence here | Attach evidence here |
| *Evidence overview: Candidate Enter any additional details here* |
|  | **Learning Program**TAEDES401A Design and develop learning programs * Attach (1) full accredited learning program that you have planned, designed, developed and implemented
 | Attach evidence here |
| *Evidence overview: Candidate Enter any additional details here* |
|  | **Training Program- Student Evaluations** TAEDEL401A Plan, organise and deliver group-based learning* Attach a consecutive training program that you have implemented over a period of time with (3) corresponding student evaluations based on this program
 | Attach evidence here |
| *Evidence overview: Candidate Enter any additional details here* |
|  | **Reporting** TAETAS401A\* Maintain training and assessment information* Attach evidence of ongoing advice on training and/or assessment you have provided to learners and describe how you have managed the in house process of AVETMISS reporting procedures, and disseminating information to learners
 | Attach evidence here |
| *Evidence overview: Candidate Enter any additional details here* |
|  | **Training Packages** TAEDES402A Use training packages and accredited courses to meet client needs* Attach (2) examples of how you have analysed and developed training packages or an accredited courses that meets a specific client need
 | Attach evidence here | Attach evidence here |
| *Evidence overview: Candidate Enter any additional details here* |
|  | **Language, Literacy and Numeracy** TAELLN401A Address adult language, literacy and numeracy skills * Attach (2) example of LLN Validation tool utilised to determine learners LLN level
 | Attach evidence here |
| *Evidence overview: Candidate Enter any additional details here* |
|  |  | **How to:**  |

➐Transition Options

*Select your Payment option based on your evidence*

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|[ ]  **Option 1 -** $1,159.50 *AIM Members* or $1,279.50 *Non-Members*Option 1 is selected if you have attached all the prescribed evidence: 1. Proceed to payment option
2. Send application and evidence requirement via email to: studentservices@aimqld.com.au ensuring that Email subject field contains **BSZ Transition-YOUR NAME** (Please Zip your submission)
 | **AIM Membership**[www.joinaim.com.au](http://www.joinaim.com.au) |
|[ ]  **Option 2 -** Cost to be determined via Gap Training PlanIf your BSZ40198 partially aligns or does not fully align with the evidence requirements send in the partial completed transition evidence and this application, AIM will develop a Gap Training Plan based on your evidence |  |

➑Payment Options

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| For your privacy and security, AIM will call you to process credit card or direct debit payments via telephone after receiving this application. **Terms & Conditions** In providing your email address, AIM has assumed inferred consent to contact you about its products and services via commercial electronic messaging. **Privacy:** We may use your Personal Information to tell you about our products and services and may disclose it to Approved Third Parties (see our Privacy Statement). If you would like further information on AIM's Privacy practices, or on how to access your Personal Information, view our Privacy Statement at **www.aimqld.com.au** or contact our Privacy Officer on 1300 882 895 or at **privacy@aimqld.com.au**. |