

# Sample 4

## Assessment Strategy

Note: The following example refers to the TDT97 Transport and Distribution Package now superseded by TDT02<sup>2</sup>

Source: Learning and Assessment Strategies – resources guide, Australian National Training Authority (ANTA), 2002

Figure 6: Sample delivery and assessment strategy – Option 2

<b>Name of RTO</b>	Logistics Training Australia			Page 1 of 4
<b>Delivery period</b>	1.1.2002 — 31.12.2005			
<b>Code and title of qualification</b>	TDT20197 — Certificate II in Transport and Distribution (Warehousing)			
<b>Units of competency</b>	<b>Code</b>	<b>Title</b>	<b>Core/Elective</b>	
	TDTD197A	Shift materials safely		
	TDTD297A	Use manual handling equipment		
	TDTE397A	Participate in workplace communication		
	TDTE597A	Carry out workplace calculations		
	TDTF197A	Follow OH & S procedures		
	TDTF297A	Conduct housekeeping activities		
	TDTG197A	Work effectively with others		
	TDTA11GA	Package goods		
	TDTA1297A	Pick and process order		
	TDTA1397A	Receive goods		
	TDTA1497A	Use product knowledge to complete work operations		
	TDTA2097A	Replenish stock		
	TDTA2197A	Dispatch stock		
	TDTA2297A	Participate in stocktakes		
	TDTI297A	Apply customer service skills		
TDTD10A97	Operate a forklift			
<b>Client(s)</b>	<p>The key clients for this qualification are potential new entrants to the industry who require a broad orientation to the industry. This group may include:</p> <ul style="list-style-type: none"> <li>■ school leavers</li> <li>■ unemployed workers</li> <li>■ recent migrants</li> <li>■ those wishing to gain entry to a different industry sector.</li> </ul>			
<b>Delivery and assessment arrangements</b>	<p><b>Duration</b></p> <p>The program is delivered over a period of twenty weeks.</p>			
	<p><b>Organisation</b></p> <p>The sixteen units of competency in the qualification have been organised into an off-the-job training program that comprises three “general work skills” modules and four “industry-specific skills” modules.</p> <p>The program is organised so that candidates are provided with background information on general skills such as OH &amp; S in the “general work skills” modules and are given the opportunity to apply these skills in the “applied industry skills” modules.</p> <p>For example, TDTF197A Follow OH &amp; S Procedures appears in both the general work skills module — occupational health and safety — and the applied industry skills module — forklift operations.</p> <p>It is only when the candidate successfully completes both modules that he or she is deemed competent in the unit of competency TDTF197A Follow OH &amp; S procedures.</p> <p>The alignment between the units of competency and the training program appears on the following page.</p>			

## Delivery and assessment arrangements (continued)

## Alignment with units of competency

	Program Area	Unit(s) of Competency
General work skills	Occupational health and safety	TDTF197A
	Workplace communications and calculations	TDTE397A
		TDTE597A
		TDTI297A TDTG197A
Materials handling	TDTD297A	
	TDTD197A	
Applied industry skills	Processing orders	TDTA11GA
		TDTA1497A
		TDTA1397
		TDTA1297A
		TDTI297A
	Handling stock	TDTA2097A
TDTA2197A		
Stocktaking	TDTF297A	
	TDTA2297A	
	TDTE397A	
	TDTG197A	
	TDTE597A	
Forklift operations	TDTD10A97	
	TDTF197A	

## Delivery modes

This program is delivered entirely off-the-job at the organisation's Logistics Skills Training Centre through a combination of face-to-face trainer-led theory classes and practical sessions involving small-group and individual activities.

Candidates are provided with training manuals for each module, which include all materials used in the training sessions, assessment materials (other than tests) and reference materials.

**Evidence-gathering techniques** — the numbers on this chart refer to the documented evidence-gathering techniques that are used in each module.

Program area	A	B	C	D	E	F	G	H
Occupational health and safety					1		2	
Workplace communications and calculations			3	4				
Materials handling	5							
Processing orders	6	7						
Stocktaking	8							9
Handling stock	10					11		
Forklift operations	12							13

**KEY** **A** Demonstration **C** Interview **E** Role play **G** Written test  
**B** Questioning **D** Scenario — problem solving **F** Case study — fault finding **H** Critical incident report

**Schedule****Delivery and assessment arrangements (continued)**

The training program is conducted over a twenty-week period. The shaded areas show the weeks in which particular modules are delivered.

The numbers refer to scheduled evidence-gathering techniques. These numbers indicate:

- when the evidence-gathering technique will take place, i.e., evidence-gathering technique 3 occurs in week 3
- the module that is being assessed, e.g., evidence-gathering technique 3 is focused on workplace communications and calculations
- the type of evidence-gathering technique, e.g., by referring to the table of evidence-gathering techniques it can be seen that technique 3 is an interview.

Week	Program structure		
1	Workplace communications and calculations		Occupational health and safety 1
2		Materials handling	2
3	3		
4		5	Handling stock
6			
7			10
8		Processing orders	11
9	4		
10			
11		6	
12	Stocktaking		
13			
14		7	Forklift operations
15	8		
16			
17	9		
18			12
19			
20			13

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Delivery and assessment staff	Program area	Staff	Delivery/ Assessment	Competencies of staff	
				Technical	Assess
	Occupational health and safety	Julie Smith Tom Fredericks	D&A D&A	X X	X X
	Workplace communications and calculations	Julie Smith Toni Mizzi	D&A D&A	X X	X X
	Materials handling	Tom Fredericks	D&A	X	X
	Processing orders	Murray Goldhart	D&A	X	X
	Stocktaking	Gordon Coles	D&A	X	X
	Handling stock	George Smithers	D&A	X	X
	Forklift operations	George Smithers	D&A	X	X
	<b>Assessment validation process</b>	<p>The processes used to validate assessment in this program are:</p> <ul style="list-style-type: none"> <li>■ Program manager meets with representatives from enterprise clients on an annual basis to check that the performance standards required in the program are consistent with industry practice.</li> <li>■ Program manager convenes annual meeting of assessment panel, which comprises subject specialists in OH &amp; S, communications and warehousing and one enterprise representative, to review evidence-gathering tools.</li> <li>■ External facilitator conducts two moderation meetings attended by all assessors. The first meeting, held in week two of the program, confirms the evidence-gathering techniques and the required standards of performance. The second meeting, held one week after the program, focuses on reviewing assessment tools and decisions.</li> </ul>			
<b>Infrastructure requirements</b> (A tick indicates that the RTO has the required infrastructure.)	<ul style="list-style-type: none"> <li>✓ All staff, including full-time, part-time and casual staff involved in the delivery and assessment of this qualification, have direct access to the current version of the relevant Training Package, including the appropriate units of competency, assessment guidelines and qualification structure.</li> <li>✓ All staff, including full-time, part-time and casual staff involved in delivering the program, have access to trainer, assessor and candidate support materials relevant to their areas of delivery and assessment.</li> <li>✓ All assessors have access to print and electronic copies of the assessment tools that are used in this program.</li> <li>✓ The RTO has access to staff and training/assessment resources to meet the requirements of candidates with special needs and has an assessment process that incorporates reasonable adjustment procedures.</li> <li>✓ The RTO has reviewed the equipment and facility requirements for each unit of competency in the qualification and guarantees that it has access to the plant and equipment needed to implement the program.</li> </ul>				
<b>Pathways</b>	<p>All candidates who undertake the Certificate II in Transport and Distribution (Warehousing) are provided with advice on employment and training options. As the program includes two additional units of competency at Certificate II level these may be counted towards the Certificate III in Transport and Distribution under the qualification packaging rules in the current version of the Transport and Distribution Training Package.</p>				
<b>Program manager's endorsement:</b>					
<b>Date:</b>					